

MINUTES OF ITASCA COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
July 21, 2009

**ROLL CALL**

President, Maxine A. Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

**Present were:** President, Maxine A. Swanson; Vice President, Paul J. Nelson; Secretary, Deborah S. Wisowaty; Treasurer, David C. Westen; Trustee, Michael S. Golden; BTC Engineers; Kami Farahmandpour & Chris Kottra; Schroeder & Schroeder, Chris Schroeder; BCA Architect, Jeff Keppler.

**Also Present:** Library Director, Betsy Adamowski; Business Manager, Izabela Wnuk.

**Absent was:** Member, Mark W. Moersch.

**Arrived Late:** Member, Sharon R. Laughlin.

Clarification of the savings of \$1,700.00 as noted in the Adult Services Report was for buying an on-line data base verse print.

**AUDIENCE TO VISITORS:**

**1.) Representative from Schroeder & Schroeder.**

Chris Schroeder with Schroeder & Schroeder and Jeff Keppler with BCA presented the sidewalk project to the board. A possible drainage issue in the patio area was discussed. The Village's Public Works Department will be consulted to determine if the water line presents a problem. As for maintenance on color concrete, it was advised to power wash and seal coat on a yearly basis. The color will fade as concrete is a porous material. Color samples of the concrete work were perused. Mr. Farahmandpour suggested seeing color samples in the sandblasted state for the true overtime coloration. The board liked the dark with light accent option. Mr. Schroeder will need exact color selections before the suggested start date of August 10<sup>th</sup>. Brochures for the umbrellas and chairs were also reviewed.

The location of the flag pole was discussed. It was agreed that the area near the library sign is the best local. The board left it up to Mrs. Adamowski and Mrs. Swanson to make the final decision.

**2.) Kami Farahmandpour and Chris Kottra, Engineer, BTC Engineers.**

Mr. Farahmandpour presented the final project update and numbers. The final numbers show being over budget by \$12,314.19, which considering the parapet project and overall building issues was far less than expected. Overall he is happy with the project and resolution of the water issues. The final punch list is being put together. It will be tackled before the completion date of August 10<sup>th</sup>. The unexpected locations of conduits in the parapet area caused some concern but were resolved. The height of the parapet was observed by Mr. Farahmandpour from many surrounding locations to cover the roof mechanicals just as intended. The Roofing Contractors were great. The metal roof carries a 5-10 year warranty with coating it will last 30-50 years. He reminded the board to budget for a new flat roof which is due in 5 years. Mr. Farahmandpour expressed his thanks for making this a successful project. Mrs. Adamowski and the board praised Mr. Farahmandpour's expertise and professionalism throughout the project.

The Annual Trustee BBQ date was made for Saturday, October 17<sup>th</sup> at 5:00p.m.

**SECRETARY'S REPORT:**

**1. Approval of the minutes as Received or Corrected.**

- Mrs. Wisowaty made and Mr. Laughlin seconded the motion to approve the minutes from Tuesday, June 16, 2009, with the correction to include the motion made by Mr. Westen and seconded by Mrs. Laughlin to allow the Library Director to add her husband to the insurance plan, with the Director paying 30%.

**Voice vote: Ayes: All Nays: None Motion Passed.**

**FINANCIAL REPORT:**

**1. Approval of Bills Payable**

- Mr. Westen made Mr. Golden seconded the motion to approve the Bills Payable in the amount of \$ 332,813.98. The motion carried on the following

**Roll Call:**

**Ayes:**

**Mrs. Wisowaty**

**Mrs. Laughlin**

**Mr. Golden**

**Mr. Westen**

**Mrs. Swanson**

**Mr. Nelson**

**Nays:**

**2. Treasurer's Report- none**

**LIBRARIAN'S REPORT:**

The Librarian's report was given by Mrs. Swanson. Mrs. Adamowski left mid-meeting for a meeting at DLS.

- The library is getting \$50,000.00 from the State as part of the stimulus package for construction. It will be used for the parking lot. Carol Pankow nominated us for the list.
- The Village has budgeted \$50,000.00 for the library's sidewalk project. It will be official August 1<sup>st</sup>.
- The Historical Photo Display is underway, even if Mrs. Adamowski's grant for \$15,000.00 for the Historical Society is not awarded to them. Mr. Danzer and Mrs. Dolan are working on the lay out, which will consist of a 6 period timeline complete with story boards and photos. Mrs. Adamowski will continue to seek funds for the project through the Susan Benson Fund, Friends of the Library, Itasca Bank and Trust and mailing brochures to the public. It is hoped that an official fund raiser will not be needed. It is anticipated the display will be up for the New Year.
- In an effort to become a friend of the environment and with the aid of SCARCE a non-for-profit organization helping communities become green, Mrs. Wnuk announced the Library's Green Team; Asra, Jeff, Karyn, Jenny, Colleen and Izabela. The team will implement the necessary changes suggested by SCARCE. The team's first projects include a logo & slogan for the website, and a rain garden with rain barrels.
- August 4<sup>th</sup> is National Night Out. The library is participating with things such as Dunk Tank, Amazing Race and Bingo for Books. Volunteers are taken.

- A tentative dedication date is slated for Saturday, October 4<sup>th</sup>. A ribbon cutting on the patio followed by a reception with food is planned. Mr. Farahmandpour expressed to Mrs. Adamowski his wish to participate in the dedication.
- The circulation statistics given this month show the increase in library usage compared to last year. It is directly related to the economy and shows the community's need for the library.

**REPORTS OF COMMITTEES OF OFFICERS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**ADJOURNMENT:**

With no further business before the board Mr. Westen made and Mr. Golden seconded the motion to adjourn.

**Voice Vote: Ayes: All Nays: None Motion passed.**

The meeting adjourned at 8:20 p.m.

Minutes were written by Constance Ronnberg.

I hereby note these minutes are approved.

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Deborah S. Wisowaty, Secretary

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Date