

Regular Board Meeting
Thursday January 15, 7:30PM
MINUTES

A. CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 7:32PM on January 15, 2015 in the Library's Roehri Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Poulosom, Stavinoga
Trustees Absent: Martel
Staff Present: Bochenski, Cody, Keegan, Lin, Thayer
Visitors Present: None

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve Minutes of November 20, 2014 Regular Board Meeting
- Approve Minutes of December 10, 2014 Committee of the Whole Meeting
- Approve Financial Report for periods ending 11/30/14 and 12/31/14
- Approve Disbursements for periods 11/1/14-11/30/14 and 12/1/14-12/31/14
- Receive Reports of Standing Committees

D. PRESIDENT'S REPORT

President Beard wished everyone a happy new year, and she is looking forward to an exciting year ahead.

E. LIBRARY DIRECTOR'S REPORT

Head of Technical Services Shao-Chen Lin, Office Manager Amy Thayer, and Director Bochenski presented the highlights of their written reports and answered questions. Bochenski gave a presentation highlighting the library's achievements of 2014 and shared plans for 2015 and 2016.

F. AUDIENCE TO VISITORS

There were no visitors.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

The Friends did not hold a winter book sale this year because there were not enough book donations. The Friends will keep an eye on donations in order to determine if there will be enough for a summer sale.

H. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

I. UNFINISHED BUSINESS

a) **Financial Plan and renovation next steps**

Director Bochenski handed out the updated version of the Financial Planning Report from Ehlers Inc., and reported that the final report will be completed in early February. The final report will include refined EAV projections, and the revenue projections will be revised to reflect a project size of \$5.162 million (equal to the master plan total). They will also add a "Sources and Uses" page as part of the bond issue planning section.

The board reviewed the AIA contract from Product Architecture + Design and discussed the various phases: schematic design; design development, construction documents, bidding/negotiation; construction. We reviewed the costs of the project. Based on the master plan, the construction budget is \$4,780,000 which includes construction manager fees, contingency and general conditions, and furnishings. The architect fees are \$382,500 based on the construction budget (8%).

The board briefly discussed when to hire the construction manager, and Director Bochenski reported that in an email conversation with Trustee Martel he preferred late schematic design /early design development in order to get a solid scope of what our project is. Other Trustees voiced an opinion that earlier would be better so that the construction manager could provide necessary input from the beginning.

Director Bochenski suggested that if necessary, language could be added to the contract that stipulated that the board need to specifically approve and sign off on each phase in advance. Trustees discussed the pros and cons of that suggestion but eventually came to consensus that the phased approach was not necessary based on the termination clauses in the contract.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE STAVINOVA AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED THE AIA CONTRACT WITH PRODUCT ARCHITECTURE + DESIGN AS PRESENTED, PENDING ATTORNEY REVIEW.

Director Bochenski will send the contract out for attorney review and notify the board of any issues that arise.

Trustees acknowledged the Community Conversations scheduled for Sunday February 22 at 2:00PM and Tuesday February 24 at 7:00PM. The general financial plan should be approved in advance of those community meetings and will be discussed further at the February 19 board meeting. Key talking points will include the results of the strategic planning process, address problems with the current outdated facility (like the leaking roof), improve our technology infrastructure, and update the interior to be more useful and meet the needs of the community. President Beard confirmed her attendance and encouraged other Trustees to attend.

J. NEW BUSINESS

a) **Library Director annual evaluation timeline**

Trustees reviewed the timeline for the Director's annual evaluation. Director Bochenski will send out her self-evaluation by February 6, and Trustee evaluations are due by March 7. The Staffing & Personnel Committee will conduct the evaluation in closed session, and then present the results and related recommendations to the full board at the March 19 board meeting.

b) Consider changing board meetings start time

The board discussed the current practice of board meetings beginning at 7:30PM and ending at or slightly after 9:00PM. While the length of the meetings (1.5 hours) wasn't an issue, Trustees generally agreed that ending at 9:00PM made for a long day and sometimes restricted discussion. A slightly earlier start time would allow for extended discussion as needed, especially as we enter into our renovation planning.

ON A MOTION BY TRUSTEE FIELDS, SECONDED BY TRUSTEE BERGER AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED CHANGING THE START TIME OF REGULAR BOARD MEETINGS TO 6:30PM UNTIL FURTHER NOTICE.

Director Bochenski will update the library website, calendar, internal postings, and will publish a notice in the Lincolnwood Review with the change.

K. BOARD ACTION CHART

No items added.

L. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Due to the change of the board meeting start time, the Staffing & Personnel Committee meeting will be rescheduled.

- Regular Board Meeting: February 19, 2015 6:30PM
- Staffing & Personnel Committee: TBD
- Regular Board Meeting: March 19, 2015 6:30PM

M. ADJOURNMENT

ON A MOTION BY TRUSTEE STAVINOVA, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:07PM.

/S/

Dany R. Fields, Secretary