BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
4000 W Pratt Ave • Lincolnwood • Illinois 60712

Regular Board Meeting
Thursday January 21, 2016 6:30PM
MINUTES

1. CALL TO ORDER
The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by Vice President Martel at 6:30PM on January 21, 2016 in the library’s Board Room.

2. ROLL CALL
Trustees Present: George, Gimbel, Martel, Poulsom, Stavinoga
Trustees Absent: Beard, Berger
Staff Present: Bochenksi, Friedman, Keegan, Hunt, Skrzyminski
Visitors Present: None

3. CONSENT AGENDA
Trustee Gimbel moved and Trustee Poulsom seconded to APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:
- Approve Minutes of December 17, 2015 Regular Board Meeting
- Approve Financial Report and Disbursements for period 12/1/15-12/31/15

Ayes: George, Gimbel, Martel, Poulsom, Stavinoga Nays: none Abstain: none Absent: Beard, Berger

4. AUDIENCE TO VISITORS
There were no visitors.

5. RENOVATION PROJECT SCOPE, BUDGET AND SCHEDULE
Trustees reviewed the results of the special board meeting held on January 19, and confirmed that our plan is to reduce scope and re-bid certain trades in order to meet our original budget of $5,250,000.

Trustees discussed the proposed re-bidding timeline, and requested that the length of time contractors had to respond to bids be extended from two weeks to three. The new tentative schedule would be:

- 2/18 Regular Board Meeting – accept demolition, concrete, masonry, casework, glass, carpet, tile, fire protection, plumbing, mechanical, electrical, and furniture bids. Gilbane has stated that they will not send out the Notice to Proceed to these trades until after we receive the re-bids.
- 2/26 or 2/29 – Re-bids due, and formal bid opening. Trades that will be re-bid are steel, general trades, roofing, painting, and landscaping.
- Week of 2/29 – Gilbane and Product conduct scope reviews
- 3/3 Special Board Meeting – review entire project budget and approve the re-bids

There may need to be some slight changes to this schedule, but the formal re-bid notice with the final dates will appear in the Lincolnwood Review in the January 29 publication and be posted on the library’s website.
6. CONSIDERATION OF FURNITURE DONATION/SALE TO WALDER EDUCATION PAVILION
Director Bochenski explained that the Walder Education Pavilion reached out to the library to inquire about using our old furniture in their new location. Trustees agreed that having a single point for sale/donation would be preferred, rather than trying to sell/donate each piece individually. However, the board agreed that more organizations should be given the opportunity to put in an offer for all of the items.

Staff will write up a proposal with terms and conditions, and publish it locally to see who is interested. The library would prefer that the organization pay for the items, but are willing to consider all offers. Some of the conditions would include that the receiving organization would schedule and pay for moving, and understand that availability of certain items depends on the construction phases.

7. LIBRARY BOARD MEETING LOCATION CHANGE SUSPENDED
Because of the delay in the construction schedule, we will hold board meetings at the library until space is no longer available. The library will post notices in the library, on the website, and in the newspaper with the locations of future meetings.

8. ESTABLISH LIBRARY DIRECTOR EVALUATION TIMELINE
The following schedule was confirmed:
- Monday 2/1, Library Director sends out self-evaluation and Trustee Evaluation Form
- Friday 2/19, Due date for evaluation forms from Trustees
- Thursday 3/3 or Thursday 3/17, conduct evaluation in closed session, with any action to be taken in open session.

9. REPORTS
Vice President Martel, no report. Friends of the Library, no report. Library Director Su Bochenski and Head of Information Services Jenn Hunt presented the highlights of their written reports and answered questions. Trustee George asked about the increase in program attendance, and Head of Community Engagement Deb Keegan responded that it is largely due to the fact that the library is holding more family programs which typically bring in larger audiences.

10. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS
The following meetings were scheduled or confirmed:
- Regular Board Meeting: Thursday February 18, 2016
- Special Board Meeting: Thursday March 3, 2016 6:30PM (review project budget and accept bids)
- Regular Board Meeting: Thursday March 17, 2016

11. ADJOURNMENT
Trustee Stavinoga moved and Trustee George seconded that THE MEETING BE ADJOURNED AT 7:09PM.

Voice vote carried.