

Regular Board Meeting
Thursday June 16, 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 President Beard at 6:33PM on June 16, 2016 in the Police/Fire Training Room at 6900 N Lincoln Ave.

2. ROLL CALL

Trustees Present: Beard, Berger, George (7:00PM), Gimbel, Martel, Poulsom, Stavinoga
Trustees Absent: none
Staff Present: Bochenski, Sehgal, Skrzypinski
Visitors Present: Dan Pohrte, Tiffany Nash

3. CONSENT AGENDA

Trustee Gimbel moved and Trustee Poulsom seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of May 19, 2016 Regular Board Meeting
- Approve Minutes of June 2, 2016 Finance & Facilities Committee Meeting
- Approve Financial Report and Disbursements for period 5/1/2016-5/31/2016

Aye: Beard, Gimbel, Martel, Poulsom, Stavinoga **Nay:** none **Abstain:** Berger **Absent:** George

4. AUDIENCE TO VISITORS

There were no visitors present.

5. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski reviewed construction progress to date and reported that the project is on track to complete Phase 1 at the end of July with the first week of August being used as the transition period for staff to move items out of the Phase 2 areas. She reported that the library is on target with the budget and to date have spent approximately \$11,000 of the trade allowance budget of \$264,500 (about 4%).

Dan Pohrte and Tiffany Nash from Product Architecture + Design provided an overview of the change order process and how they approach decision making. They stated that their goal is to be as frugal as possible while still making good decisions for the project. He reported that due to the initial significant overage on the bids and the resulting cost reduction exercise, not all of the items had full information available when decisions were made, and some adjustments are necessary now.

Trustees reviewed the list of change orders that Product provided, and discussed each one in detail. Trustee George arrived during the change order review. Mr. Pohrte explained the north wall changes that resulted from the removal of the outdoor patio during the cost reductions. Per village code for means of egress we need to change the door hardware, adjust window location, and create areas of refuge at the emergency exit doors. Trustees expresses concern regarding the drainage solution for the front plaza, specifically that there would be icing in the winter over a portion of the front parking lot. Product will go back to the engineers and review the solution and make a recommendation for change if necessary. The current plan calls for above ground drainpipes and the alternate would be to change to underground drainage.

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The list of change items discussed was:

- Additional steel at bird beak
- Metal fascia cladding above entrance canopy
- Reconfiguration of north wall exits
- Light fixtures in lobby
- Magazine shelving in café
- Corian surround at fireplace
- Alternate drawer pulls at millwork
- Structural glazed storefront
- Replace air curtain with unit heater
- Drainage at front plaza

Trustees asked if there were any more known change orders for the remaining phases, and Mr. Pohrte responded that there are no more known materials changes, and that any further changes would be the result of unforeseen conditions or design issues. The bulk of the submittals and RFI's are complete, and the project has been going very smoothly to date. Director Bochenski said that she would be bringing one additional change to the board for Phase 2; braced coat hooks in the youth program room. Trustees also need to continue to discuss the construction dedication plaque.

Trustees agreed that the detailed change order log will be reviewed at the regular Finance & Facilities committee meetings, and requested a more easy-to-read summary for board meetings.

Trustee Martel moved and Trustee Poulson seconded to **APPROVE THE CHANGE ORDER REQUESTS AS PRESENTED ON THE PRODUCT ARCHITECTURE + DESIGN HANDOUT DATED JUNE 6, 2016.**

Aye: Beard, Berger, Gimbel, George, Martel, Poulson, Stavinoga **Nay:** None **Abstain:** none **Absent:** none

6. APPROVE AND ADOPT ORDINANCE NO 2015-16/5 SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES FOR THE YEAR JULY 1, 2016 THROUGH JUNE 30, 2017

Trustees discussed the day and time of board meetings and how it aligns with their individual calendars. Based on availability of board members, Trustees decided to change the day and time of regular board meetings to the fourth Monday of the month at 7:00PM. Director Bochenski will post notice in the local newspaper, in the library, and on the website about this change.

Trustee George moved and Trustee Martel seconded to **APPROVE ORDINANCE NO 2015-16/5 SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES FOR THE YEAR JULY 1, 2016 THROUGH JUNE 30, 2017 AS AMENDED (TO HOLD MEETINGS ON THE FOURTH MONDAY OF EACH MONTH AT 7:00PM).**

Aye: Beard, Berger, Gimbel, George, Martel, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** none

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7. APPROVE AND ADOPT ORDINANCE NO 2015-16/6 PROVIDING FOR THE PAYMENT OF – AND ACERTAINING THE PREVAILING RATE OF WAGES FOR – LABORERS, MECHANICS, AND OTHER WORKERS EMPLOYED IN PERFORMING CONSTRUCTION OF PUBLIC WORKS

Trustee Martel moved and Trustee Gimbel seconded to **APPROVE ORDINANCE NO 2015-16/6 PROVIDING FOR THE PAYMENT OF – AND ACERTAINING THE PREVAILING RATE OF WAGES FOR – LABORERS, MECHANICS, AND OTHER WORKERS EMPLOYED IN PERFORMING CONSTRUCTION OF PUBLIC WORKS AS PRESENTED.**

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

8. APPROVE AND ADOPT ORDINANCE NO 2015-16/7 REGARDING NON-RESIDENT CARDS

Trustees reviewed the purpose of the ordinance, which is to confirm and the library does not offer non-resident cards for sale, due to the fact that no one is eligible to purchase one. According to Illinois Library Law, anyone living in a library-serviced community cannot purchase a non-resident card, and Lincolnwood is surrounded by served communities (Skokie and Chicago).

Trustee Martel moved and Trustee Berger seconded to **APPROVE ORDINANCE NO 2015-16/7 REGARDING NON-RESIDENT CARDS AS PRESENTED.**

Aye: Beard, Berger, Gimbel, George, Martel, Poulosom, Stavinoga **Nay:** none **Abstain:** none **Absent:** none

9. APPROVE AND ADOPT RESOLUTION NO 2015/16-3 REGARDING EMPLOYER RETIREMENT CONTRIBUTION RATES AND ELIGIBILITY FOR THE YEAR JULY 1, 2016 THORUGH JUNE 30, 2017 AS RECOMMENDED BY THE FINANCE & FACILITIES COMMITTEE ON 6/2/2016

Trustee Martel moved and Trustee Berger seconded to **APPROVE RESOLUTION NO 2015/16-3 REGARDING EMPLOYER RETIREMENT CONTRIBUTION RATES AND ELIGIBILITY FOR THE YEAR JULY 1, 2016 THORUGH JUNE 30, 2017 AS PRESENTED.**

Aye: Beard, Berger, Gimbel, George, Martel, Poulosom, Stavinoga **Nay:** none **Abstain:** none **Absent:** none

10. APPROVE FY2016-2017 WORKNG BUDGET INCORPORATING THE PROPOSED STAFF GRADE LEVELS AND EMPLOYEE COMPENSATION PROGRAM AS RECOMMENDED BY THE FINANCE & FACILITIES COMMITTEE ON 6/2/2016

Trustees discussed the proposed FY17 budget and reviewed the recommendation made by the Finance & Facilities committee on June 2, 2016. The only change from the May board meeting was in the salary line, which was increased to accommodate modified staffing changes. Director Bochenski said that the salary line target for the long term is to get to approximately \$1.2M by fiscal year 2018, which is when more aggressive staffing changes would need to be implemented if there is no natural attrition.

Trustee Martel moved and Trustee Poulosom seconded to **APPROVE THE FY2016-2017 WORKNG BUDGET INCORPORATING THE PROPOSED STAFF GRADE LEVELS AND EMPLOYEE COMPENSATION PROGRAM AS PRESENTED.**

Aye: Beard, Berger, Gimbel, George, Martel, Poulosom, Stavinoga **Nay:** None **Abstain:** none **Absent:** none

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11. APPROVE COMPUTER VIEW INC. CONTRACT FOR FY17 AT A COST NOT TO EXCEED \$74,250

Head of Operations Amy Skrzypinski presented the FY17 contract for CVI and answered questions. Trustees appreciated the fact that staff are satisfied with CVI's performance but felt that the cost was too high, and had expected to see a more significant reduction for FY17. Trustees requested that staff conduct a quote process in advance of FY18 in order to compare costs before approving next year's contract, and also to make sure that staff keep track of hours CVI actually uses during the year.

Trustee Poulsom moved and Trustee George seconded to **APPROVE THE COMPUTER VIEW INC. CONTRACT FOR FY17 AT A COST NOT TO EXCEED \$74,250 AS PRESENTED.**

Aye: Beard, Berger, Gimbel, George, Poulsom, Stavinoga **Nay:** Martel **Abstain:** none **Absent:** none

12. REPORTS

Head of Access Service Vandana Sehgal and Director Bochenski presented the highlights of their written reports and answered questions. Trustee Martel reported that he was happy to see the library's circulation numbers up, and requested that the "circ trends by type" graph on the statistics report have the axis numbers included for next month. Trustees requested that the construction dedication plaque issue be placed on the board action chart for future discussion.

13. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

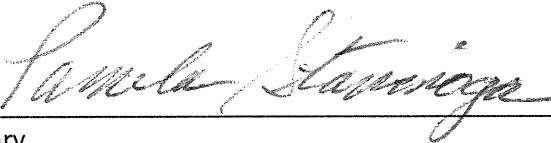
The following meetings were scheduled or confirmed:

- Finance & Facility Committee: Thursday July 7, 2016 6:30PM
 - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712

- Regular Board Meeting: Monday July 25, 2016 7:00PM
 - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712

14. ADJOURNMENT

Trustee Martel moved and Trustee George seconded that **THE MEETING BE ADJOURNED AT 8:34 PM.** Voice vote carried unanimously.


Secretary