

Regular Board Meeting
Thursday November 19, 2015 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 6:30PM on November 19, 2015 in the library's Grant Room.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Poulson
Trustees Absent: Martel, Stavinoga
Staff Present: Bochenski, Keegan, Levine, Thayer
Visitors Present: Adrienne Booker, Wally Hadel, John Miller, Tiffany Nash

3. CONSENT AGENDA

Trustee Poulson moved and Trustee Berger seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of October 15, 2015 Regular Board Meeting
- Report of the library bylaws task force: approve amendments to the bylaws
- Approve Financial Report for period ending 10/31/15
- Approve Disbursements for period 10/1/15-10/31/15

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

4. AUDIENCE TO VISITORS

No visitors spoke.

5. RENOVATION UPDATE AND NOTICE OF BID ANNOUNCEMENT

Wally Hadel from Gilbane reviewed the bid process and schedule. Wally invited Trustees to participate in the bid process, and Director Bochenski said she would provide updates after each milestone.

- Bids published: November 20
- Pre-Bid meeting: December 4 8:00AM at the library
- Bids due/Bid opening: December 21 2:00PM at the library
- Recommendation letter from Gilbane: Around January 11
 - This document will be sent to the board as soon as it is available
- Bid approval: January 21 at library board meeting

Director Bochenski reported that the library's legal counsel has already reviewed and approved the terms and conditions for the subcontractor contracts. This means that the contracts can be signed upon bid acceptance.

Tiffany Nash reported that the 75% construction documents were sent to Gilbane on schedule on October 16. Gilbane priced the documents, which are still on target for the total project budget of \$5,250,000.

6. RENOVATION FINANCING AND APPROVAL OF CONTRACT WITH EHLERS

John Miller and Adrienne Booker of Ehlers Inc. gave an overview of the financing timeline and options. With the new total project budget of \$5,250,000 and the expenditure of around \$3,000,000 from library reserves, the net borrowing amount would be around \$2,300,000. Ehlers proposed an estimated annual payment of \$218,000 over a period of thirteen years.

John explained the statutory borrowing options of debt certificates and alternate revenue source bonds, and explained that the primary difference was the approval process and interest fees. Trustees generally agreed that debt certificates were the preferred option, even taking into consideration the potentially slightly higher (+.1%) interest fee. Based on this general consensus John stated that he will focus his preparation efforts on debt certificates.

John explained the options for the method of sale (public sale and direct placement). Trustees discussed the pros and cons of each option but did not come to any preliminary agreement. A public sale would likely provide many more potential investors and a more transparent process; a private placement would have fewer investors but also fewer fees. The lending horizon for private placement is around 10 years but they may go to 12 or 13. If we want to go past 12 or 13 years a public sale would likely be a better choice. Trustees compared the cost differences between public sale and direct placement:

- Bond counsel – Approximately \$12,000 for either option
- Ehlers fees – Approximately \$12,000 for either option
- Rating fee – Approximately \$10,000 for public sale
- Underwriter fee – Approximately \$10,000 for public sale

John stated that the library will need to hire bond counsel for the sale and recommended we appoint them in December. Director Bochenski will talk to the library's lawyer and get recommendations. Bond counsel is responsible for two primary items: 1) to verify that the sale was conducted according to law and 2) the interest is exempt from federal income tax. Bond counsel will prepare the closing documents and official ordinance for formal approval by the board.

The general timeline for the process is as follows:

- December 17 board meeting: determine preliminary financing plan, including funding vehicle, method of sale, repayment period, and appoint bond counsel.
- End of December: Ehlers will distribute the preliminary financing timetable
- January 21 board meeting: Board approves construction bids, determine final project cost
- January – March – Determine final borrowing amount, authorize certificates, prepare and send out offering document; rating presentation (if necessary)
- Mid-March: Sell certificates
- End of March: Complete closing documents (prepared by bond counsel)
- April 1: Certificate closing, certificates are delivered to purchaser and library receives proceeds for project costs.

Trustee Poulsom moved and Trustee Berger seconded to **APPROVE THE CONTRACT WITH EHLERS INC. FOR THE ISSUANCE AND SALE OF LIBRARY BONDS OR CERTIFICATES AS PRESENTED.**

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

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

7. APPROVE AND ADOPT ORDINANCE NO. 2015/16-3 PROVIDING FOR THE LEVYING OF TAXES...FOR THE FISCAL YEAR BEGINNING 7/1/2015 AND ENDING 6/30/2016

Trustees discussed the proposed 2015 levy, taking into consideration economic factors in Lincolnwood and Illinois, the fiscal needs of the library, CPI, and the tax cap.

Trustee Berger moved and Trustee George seconded to **APPROVE ORDINANCE NO. 2015/16-3 PROVIDING FOR THE LEVYING OF TAXES FOR THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016 IN THE AMOUNT OF \$2,499,000** (although not appended to these minutes, a copy of this Ordinance is posted in the library as well as available for inspection upon request to the library administration office.)

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

8. LIBRARY BOARD MEETING LOCATION CHANGE TO 6900 N LINCOLN AVE

Trustees acknowledged that regular board meetings during construction will be held in the Police/Fire Training room at Village Hall at 6900 N Lincoln Ave. The meeting location change will be in effect from February 2016 through October 2016, or until appropriate meeting space is again available at the library. Notice has been posted in the library, on the library website, and a notice in the Lincolnwood Review will be published in January.

9. REPORTS

President Beard thanked the Friends for the donation of the sculpture. She checked in with Trustees regarding the changes implemented as a result of the board retreat recommendations, especially regarding the dissolution of the committees and the changes to the agenda, and asked for any feedback.

Library Director Su Bochenski, Head of Youth & Teen Services Sharon Levine, and Head of Community Engagement Deb Keegan presented the highlights of their written reports and answered questions.

10. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Regular Board Meeting: Thursday December 17, 2015 6:30PM
- Regular Board Meeting: Thursday January 21, 2015 6:30PM

11. ADJOURNMENT

Trustee Beard moved and Trustee George seconded that **THE MEETING BE ADJOURNED AT 8:08PM.**

Voice vote carried.

/S/

Linda Poulsom, Secretary