

Regular Board Meeting
Thursday October 15, 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 October 15, 2015 in the Library's Grant Room.

2. ROLL CALL

Trustees Present: Beard, Berger, Gimbel, George, Martel (6:34PM), Poulosom, Stavinoga
Trustees Absent: none
Staff Present: Bochenski, Thayer, Hunt, Keegan, Sehgal
Visitors Present: Doug Lim, Wally Hadel, Tiffany Nash, Georgia Talaganis, Lydia Cohan, Rita Eng, Mira Wai, Vicky Couchell, Mary Silber

3. CONSENT AGENDA

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

- Approve Minutes of September 17, 2015 Special Board Meeting-B&A Hearing
- Approve Minutes of September 17, 2015 Regular Board Meeting
- Approve Minutes of September 24, 2015 Special Board Meeting-Bylaws Task Force
- Report of the library bylaws task force: review amendments (approve in November)
- Approve Financial Report for period ending 9/30/15
- Approve Disbursements for period 9/1/15-9/30/15
- Approve LIMRiCC bylaws amendments
- Adopt resolution defining employee group insurance plan benefits for 2016

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

4. AUDIENCE TO VISITORS

No visitors spoke.

5. RENOVATION UPDATE

Trustee Martel arrived. Doug Lim and Wally Hadel from Gilbane reviewed the next steps of the construction project, focusing on the bid process (we are anticipating 16 bid packages). Gilbane is scheduled to receive 75% construction documents with 90% specifications from Product on Friday October 16, and Tiffany Nash from Product confirmed that the documents will be ready.

Wally explained that the bids will go out on November 20, and there will be a non-mandatory pre-bid meeting for all interested parties to attend tentatively scheduled for the first week of December. Bids are due on 12/21, and will be opened at a public bid meeting. Gilbane will create a bid tally sheet and bring the lowest bidders in for a scope review meeting, where they will go over the project line by line and review the drawings. Gilbane will then create a bid recommendation letter around January 11 that will go to the library board for approval on January 21. Library Trustees are welcome to attend any part of the bid process, including the pre-bid meetings, bid opening, and scope review meetings.

Doug explained Gilbane's pre-approval process, which takes into account contractor's track record, finances, safety record, past performance, and manpower. Doug said that most of the Chicago area contractors that would bid on our project are likely already in Gilbane's database. Trustee George asked if there are levels of approval, and Doug replied that contractors are either "approved" or "not approved" and there are no high or low levels of approval.

Tiffany stated that the furniture will be bid at the same time in around four bid packages. This will allow the library board to see the entire project budget prior to final approval.

Trustees confirmed that Director Bochenski will have the sub-contractor contract terms and conditions reviewed by library legal counsel before any contracts are signed. It is possible that our lawyer will be able to review the contract terms and conditions in advance, and then the contractor information will be added after the bids are approved.

Doug reviewed the payment obligation process, and explained that the schedule will be based on the regular library board meetings. Gilbane and Product review all payment obligations in advance, ensuring that the work that is being billed has been completed satisfactorily. Each month Gilbane will recommend the pay obligations to go to the board for approval. The pay obligations will be paid in arrears for the previous month's completed work.

Doug stated that all significant change orders will go before the board to be approved, and also recommended that the board consider delegating authority to the library director to approve changes up to a certain dollar amount. He explained that there are often small changes that need to be made, and we would have a hard time staying on schedule if we had to wait until the regular board meeting for approval.

6. REVIEW AND APPROVE SCULPTURE AGREEMENT

Georgia Talaganis, President of the Friends of the Library, thanked library staff for their support at their recent arts and goods fair. She reported that the Friends raised over \$600. Georgia presented proposed revisions to the sculpture agreement and the board discussed each one. Trustees and Friends agreed to the following revisions:

- Correct the Friends legal name to read "Lincolnwood Friends of the Library."
- Insert a sentence in the introduction stating that the Friends contracted with art consultant firm Kelley & Karpowicz, L.L.C. for the sculpture selection.
- Reword the Friends commitments to clarify that the Friends will pay \$3500 for the concrete base installation.
- Clarify that the library's commitments only apply while the sculpture is under the library's ownership.
- Add a paragraph at the end that states if the sculpture is planned to be removed by 1/1/2035, either through library board decision or due to sculpture deterioration or safety concerns, the library will consult with the Friends at a public library board meeting in advance. This paragraph should also include reference to the Friends having "right of first refusal" in the case of such removal.

Director Bochenski will revise the agreement and will present to Presidents Beard and Talaganis for signature.

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

Trustee Martel moved and Trustee Poulsom seconded that **THE MEMORANDUM CONFIRMING COMMITMENTS RE: OUTDOOR SCULPTURE BE APPROVED AS AMENDED.**

Voice vote carried.

7. 2015 LEVY DISCUSSION

Trustees discussed the upcoming 2015 levy, which will be voted on at the November 17, 2015 board meeting. Much of the discussion was about how the dissolution of the Touhy-Lawndale TIF district will impact the library's 2015 levy. In summary, the EAV of the Touhy-Lawndale TIF district has increased since the TIF began in 1998. The property tax revenue on the EAV increment has been funding the Touhy-Lawndale TIF district for the past 16 years, but now that this TIF district has dissolved the revenue will be available for all local taxing bodies to recover. The Cook County Clerk's office has estimated that the library district will be able to recapture around \$20,000 from the EAV increment of the Touhy-Lawndale TIF district.

8. REVIEW AND APPROVE PROPOSED LIBRARY CARD EXPIRATION POLICY

Trustees discussed the staff recommendation to remove the expiration date from Lincolnwood resident library cards that are active. Trustees were divided on their opinion, with some preferring the status quo because it ensures that residency is verified every three years, and others preferring to eliminate the potential barrier that the current policy creates.

Pros and cons were discussed, and Trustee Martel asked for the exact policy language prior to voting. Director Bochenski will bring the revision of the General Policies Governing Library Use to a future board meeting for review.

9. REPORTS

There was no oral report from the Board President, Friends of the Library, and the Library Director. Head of Access Services Vandana Sehgal and Head of Information Services Jenn Hunt 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 November 19, 2015 6:30PM

11. ADJOURNMENT

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

Voice vote carried.


Linda Poulsom, Secretary