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

Regular Board Meeting
Monday October 24, 2016 7:00PM
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 7:00PM on October 24, 2016 in the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712.

2. ROLL CALL
Trustees Present: Beard, Berger, George, Gimbel, Martel, Poulsom, Stavinoga
Trustees Absent: None
Staff Present: Bochenski, Hunt, Keegan, Sehgal, Skrzpinski
Visitors Present: None

3. CONSENT AGENDA
Trustee Berger moved and Trustee George seconded to APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:
- Approve Minutes of September 26, 2016 Budget & Appropriation Hearing
- Approve Minutes of September 26, 2016 Regular Board Meeting
- Approve Minutes of October 6, 2016 Finance & Facilities Committee Meeting
- Adopt resolution defining employee group insurance plan benefits for 2017

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

4. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL
Director Bochenski gave an overview of the progress of the construction project, which is currently about 65% complete overall. Overall the library has encumbered about $120,000 of our $264,500 trade allowance, which is 45% of the total. Phase 2 is about 99% complete, and will be completed by the next Board meeting. Trustees reviewed the most recent change orders. Director Bochenski reported three additional change orders, installing pavers at the temporary front entrance ($2,200); adjusting the size of the larger area of refuge at the north wall ($525); and installing a data port and Comcast cable in Room C, which was an omission on the drawings ($1600).

Director Bochenski gave an overview of the construction items completed since the last Board meeting:
- Began installation of metal roofing (about 80% complete)
- Began installation of the “star” light fixtures in youth area (2 more to do in Phase 1 area)
- Completed ⅔ of interior transom window glass installation
- Completed bathroom fixture installation
- Completed carpet installation
- Completed ceiling grid and tile installation
- Completed door and hardware installation
- Completed painting of exterior steel beams
- Completed fish tank build out
- Completed installation of millwork (counters, cabinets, youth desk, media lab, storage closet)
- Completed interior painting
- Got the fireplace up and running (phase 1)
- Installed glass doors between café and youth area (phase 1)
Installed light fixtures
Installed media screen in Room C and installed all AV components
Installed the glass at the circulation desk (phase 1)
Laid foundation materials for front plaza pavers
Packed up and stored adult materials off site
Performed hydro (sprinkler) test
Poured concrete pads for bike racks
Poured new curbs at front plaza and installed ADA tactile strips
Installed steel for adult reading box

Trustees discussed the library’s neighbor’s comments about the construction that is beginning on the north side of the property. Trustees agreed that the change order quote to remove the trees on the property line was reasonable, as was the request to perform minor restoration work in the form of a gravel or mulch strip under the trees along the property line. No fence would be installed at this time, but likely would be if the library went forward with the construction of the outdoor patio project. Trustees requested that Director Bochenki work with the library’s legal counsel to draft a brief letter of agreement that holds the library harmless during and after the tree removal.

Trustee Poulson moved and Trustee Martel seconded that the CHANGE ORDER OF $2,420 TO REMOVE TREES AND PERFORM RESTORATION WORK AS NEEDED ALONG THE NORTHERN PROPERTY LINE. Voice vote carried unanimously.

The Board discussed the arbor vitae trees that are scheduled to be planted along the north property line, and wanted to ensure that the trees were 1) the proper size for the property and 2) planted as close to the property line as possible, taking into account Village code and the eventual diameter of the trees’ growth. Trustees requested that Gilbane have a surveyor stake out the property line to ensure the trees are planted properly.

Trustee Martel asked to verify the guidelines for change order approvals to ensure that the Finance & Facilities Committee had change order approval. Director Bochenki will verify this information and inform the board. Trustee Stavinoga requested that draft Committee minutes were sent out to the full Board as soon as they are completed.

5. 2016 LEVY DISCUSSION
Trustees reviewed options for the upcoming 2016 tax levy, to be approved by the Board at the November 28 Board meeting. Trustees asked Director Bochenki to report at the November meeting on the Village, SD74, and SD219 levies for 2016.

6. EXPENSE REIMBURSEMENT ORDINANCE
Director Bochenki reported that a new statute regulating reimbursement to library Trustees and employees for expenses incurred on library business has been enacted. The key elements/requirements of the act are:
- Adopt an ordinance regulating reimbursement of expenses
- Approve by roll call vote expenses of employees which exceed stated maximums
- Approve by roll call vote any reimbursement to a Trustee
- Reimbursing expenses for entertainment is prohibited

Trustee Martel moved and Trustee George seconded that ORDINANCE NO. 2016-17/3 REGULATING REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES BE APPROVED AS PRESENTED.

Aye: Beard, Berger, George, Gimbel, Martel, Poulson, Stavinoga Nay: none Abstain: none Absent: none
7. REPORTS
Director Bochenski, Su Bochenski, Head of Information Services Jenn Hunt, and Head of Access Services Vandana Sehgal the highlights of their written reports and answered questions.

8. AUDIENCE TO VISITORS
No visitors spoke.

9. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS
The following meetings were scheduled or confirmed:
- Finance & Facility Committee: Thursday November 10, 2016 6:30PM
  - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712

- Regular Board Meeting: Monday November 28, 2016 7:00PM
  - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, but possibly at the library depending on furniture delivery. Trustees will be notified of the location, and it will be listed on agendas and on the website.

Director Bochenski informed Trustees that the December Board meeting is scheduled for Monday December 26, which is a library holiday. Trustees should be prepared to decide in November whether to cancel or reschedule the December meeting.

10. ADJOURNMENT
Trustee Martel moved and Trustee George seconded that THE MEETING BE ADJOURNED AT 8:22 PM. Voice vote carried unanimously.

[Signature]
Secretary