

Regular Board Meeting
Monday September 26, 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 7:10PM on September 26, 2016 in the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Poulosom
Trustees Absent: Martel, Stavinoga
Staff Present: Bochenski, Keegan, Skrzypinski
Visitors Present: Doug Lim

3. CONSENT AGENDA

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

- Approve Minutes of August 22, 2016 Regular Board Meeting
- Approve Minutes of September 1, 2016 Finance & Facilities Committee Meeting
- Approve Financial Report and Disbursements for period 8/1/2016-8/31/2016

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

4. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski gave an overview of the progress of the construction project, which is currently about 52% complete overall. Overall the library has encumbered about \$85,000 of the \$264,500 trade allowance, which is about 32% of the total. Phase 2 is about 70% complete, and should be completed by the next board meeting. Trustees acknowledged the most recent change orders, none of which required formal board approval. Director Bochenski reported two additional change orders, repairing the clerestory window leaks and installing racks and filters at the fan powered boxes.

Doug Lim from Gilbane spoke about the status of our trade allowances, and said that at the end of the project trade allowances could be spent or retained. He recommended that the board begin to consider "wish list" items, especially those that are construction-related and integral to the project. Other items, such as furniture, are not time-sensitive. Director Bochenski reviewed the current "wish list" items, which include:

- New ceiling tiles in the Youth area (\$14,000)
- UV film at adult clerestory windows (\$16,000)
- Assorted furniture (\$10,000)

Trustee asked Director Bochenski which items on the list were most important, and she replied that the new ceiling tiles would be the most visible improvement, and also the most time-sensitive, as we are still in Phase 2 and the work could be done before completion. She recommended that Trustees take a look at the existing ceiling tiles in the Youth area of Phase 1 to evaluate their condition, and be prepared to talk again and hopefully make a decision at the October 6 Finance & Facilities Committee Meeting.

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Director Bochenski reported that the tile in the café and men's bathroom that was installed in Phase 1 were not given the recommended final cleaning within the recommended timeframe, 36-48 hours after grouting. There is a significant white grout haze on the tiles, and the deep cleaning that was performed on September 20-21 did not appear to lift any of the haze. Mr. Lim stated that the tiles should be given the acid wash as listed on the cut sheet, and if the haze does not lift Gilbane and the contractor would need to identify the next step.

Trustees reviewed the dedication plaque language, and agreed that the following components should be included:

- Lincolnwood Public Library District
- Renovation 2016
- List of Trustees
- Library Director
- Architect
- Construction Manager
- Library-related quote

Trustees agreed that the text should be as streamlined and clean as possible. A short quote would fit better than a long one, so the suggested quotes from Borges and Einstein would work. Director Bochenski will work with the mason and bring the mockup to the board for final approval.

5. REVIEW AND ADOPT ORDINANCE NO. 2016-17/2 PROVIDING FOR THE BUDGET & APPROPRIATIONS OF THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 AND THE TREASURER'S CERTIFICATE OF ESTIMATED REVENUES

Trustees reviewed the ordinance and reported that no visitors spoke during the public hearing held immediately prior to the board meeting.

Trustee Poulson moved and Trustee Berger seconded that **ORDINANCE NO. 2016-17/2 PROVIDING FOR THE BUDGET & APPROPRIATIONS OF THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 AND THE TREASURER'S CERTIFICATE OF ESTIMATED REVENUES BE APPROVED AS PRESENTED.** (Although not appended to these minutes, a copy of this ordinance is available for public inspection in the library.)

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

6. REVIEW AND ADOPT RESOLUTION NO. 2016/17-1 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR THE 2016-2017 FISCAL YEAR FROM THE TAX LEVY

Trustees discussed the purpose of this estimate, which is to determine if the library will need to hold a Truth in Taxation Act (TITA) hearing. A levy increase of 5% or more over the previous year's tax extension would require a TITA hearing. Director Bochenski explained that this is an estimate, and the exact amount of the levy will be formally approved at the November 28, 2016 board meeting. Trustees also discussed the upcoming levy and CPI, which is .07% for the 2016 levy. The estimated amount on the resolution reflects a CPI and new growth increase. During the discussion Director Bochenski read the recent email sent from School District 74 regarding the increase in assessed value of Niles Township homes.

Trustees requested that the percentage increase be included on the resolution in addition to the dollar amount. Trustee Poulson pointed out that a date on the resolution needed to be corrected to read "September 26, 2016", in the "approved and adopted" section.

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Trustee Poulsom moved and Trustee George seconded that **RESOLUTION NO. 2016/17-1 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR THE 2016-2017 FISCAL YEAR FROM THE TAX LEVY BE APPROVED AS AMENDED IN THE AMOUNT OF \$2,530,000.**

7. REPORTS

Director Bochenski and Head of Operations Amy Skrzypinski presented the highlights of their written reports and answered questions. Ms. Skrzypinski disclosed a personal relationship with an employee of Food for Thought, a Lincolnwood catering company that the library occasionally uses and stated that there was no conflict of interest.

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 October 6, 2016 6:30PM
 - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712

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

Director Bochenski informed Trustees that she would be on vacation for the November 3, 2016 Finance & Facilities Meeting and Trustees directed her to see if the meeting could be rescheduled.

10. ADJOURNMENT

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


Secretary