

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – February 25, 2013

President O'Brien called the meeting to order at 7:26 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Phyllis Levine, Secretary
Brian Smith
Kevin Owen
Kitty Mitchell

STAFF PRESENT

Sheree Kozel-La Ha, Library Director
Sara McCambridge, Assistant Library Director
Carol McSweeney, Business Manager
Patti Nakutis, Administrative Assistant

TRUSTEES EXCUSED

Mike Budde, Treasurer

AUDIENCE TO VISITORS

President O'Brien acknowledged staff and visitors John Williams of Hearne & Associates, and Dan Eallonardo of ICS.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter from Mayor Daley stating he was in receipt of our recent letter regarding reduction of permit fees.
- A second letter from Mayor Daley including a check for \$14,875 for a 50% refund of the new construction building permit fees. This was the result of the establishment of the new *Homer Glen Sister Governmental Entity Building Permit Fee Waiver Partnership Program*.
- A letter to the ILEBP board president (Sheree Kozel-La Ha) from the New Lenox Public Library Board regarding their ILEBP non-payment.
- A thank you note to YS Manager Olivieri for her assistance with a patron's summer reading project.
- A thank you card from BM Manager Reed for the January Staff Appreciation Brunch and the job opportunity this past year.
- One tax appeal from the Will County Board of Review.
- A letter and donation for the Quiet Reading Room from Charlie Gili on behalf of the US Hockey Players Support Our Troops Campaign.

APPROVAL OF MINUTES

Trustee Smith made a motion to accept the minutes of the January 28, 2013 Regular Library Board meeting. Trustee Levine seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Business Manager McSweeney stated the current assets as of January 31, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 196,560.13
Certificate of Deposit – First Midwest	\$ 73,181.65
IL Funds – Money Market	\$1,747,337.01
IL Funds – Insurance	\$ 45,316.89
IL Funds – Social Security	\$ 69,965.62
IL Funds – Special Reserve/Capital Improvement	\$ 297,523.48
IL Funds – IMRF	\$ 90,750.12
IL Funds – Audit	\$ 35,270.36
IL Funds – Epay	\$ 391.69
Memorial Funds - Sub Schdul	\$ 53,611.45
Construction Funds – Sub Sch	\$2,263,912.17
Petty Cash	\$ 418.62
TOTAL CURRENT ASSETS	\$4,874,239.19

There was a short discussion regarding Deposit Detail dated January 29 – February 25, 2013 and Transaction Detail dated February 1-25, 2013.

Petty cash from January 26-February 21 totaled \$166.20.

Trustee Klunk moved to approve the bills and petty cash as stated. Trustee Levine seconded the motion. A roll call vote was taken. All in favor, motion passed.

Trustee Klunk moved to transfer \$110,515 from IL Funds to Harris Bank General Funds to pay February bills and March payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Owen seconded the motions. A roll call vote was taken. All in favor, motion passed.

Trustee Klunk moved to transfer \$274,882 from PMA/Citibank to the Harris Bank General Funds to reimburse the Library for construction payments for February 2013. Trustee Smith seconded the motions. A roll call vote was taken. All in favor, motion passed.

Trustee Klunk moved to transfer \$4,425 from Harris Bank Memorial Fund to the Harris Bank General Fund to pay 50% for artwork in the memorial room. Trustee Mitchell seconded the motions. A roll call vote was taken. All in favor, motion passed.

NEW BUSINESS

Audit Review

John Williams of Hearne & Associates conducted an audit overview. There was a short discussion and he thanked the board for the opportunity to do the audit and noted he is always available to answer questions.

ICS Report

Consultant Dan Eallonardo (ICS) stated that the windows are now covered in plastic and the construction crews will begin interior work. The roof is complete and he is waiting on CSI for an updated schedule. ICS distributed an Issue Log dated February 25, 2013 and reviewed the following:

- Issue #7/Fireplace Mods Resolved and closed
- Issue #16/Light Fixture Sub Original price was \$28,000 for 3 feature lights. Kozel-La Ha requested different pricing for less costly replacement light fixtures
- Issue#22/Sanitary manhole, east parkway
When grading is complete this will be reviewed
- Issue #41/Water damage Waiting for response from CSI
- Issue #42 Entry Plaza revision Working on design revision
- Issue #43/PA System revision Revisions to reduce complexity of system
- Issue #47/Temporary Heating equipment
This is regarding drywall work which needs to be completed in minimal heat standards (50 degrees). The library is responsible for the gas and electric bills and CSI is responsible for rental of the equipment. It was agreed to split the cost (\$435/month) 50/50. It may be 1-2 months before the permanent equipment is installed. The temporary equipment is cost effective for the time being.

The Contingency Summary dated February 25, 2013 showed a new adjustment in the amount of <\$21,295>. The current balance is \$38,930.74. The permit fee refund and furnishing bid savings will be transferred to contingency.

The Contract and Change Order Summary dated February 25, 2013 shows the cost of change orders to date = \$143,512. The original contract was \$3,461,121. The current cost is \$3,604,633.

ICS stated that the new phone system was installed early due to the damage to the existing phone system. The system has more incoming lines, direct dial, and the burglar alarm will come through the radio so that it will work when phones are down.

ICS will meet with a moving company tomorrow and will be finalizing details. Quotes for moving from Phase 2 to 3 and again for Phase 3 to 4 will be forthcoming. Administration is also working with CSI for a camera security system quote.

ICS stated that there is a letter of recommendation from Engberg Anderson regarding the furnishing bid vendors.

President O'Brien questioned water retention. We may need to consider a back-up battery system or generator to so the sump pumps adequately address rain events.

Director Kozel-La Ha stated that we held the furniture bids until now to give us the flexibility to save monies by reusing shelving and more furnishings. We may postpone ordering some shelving for cost savings now, but plan for future purchase. Furniture bids will be awarded tonight. There is a 12-15 week lead time.

Director Kozel-La Ha stated long range plans that the board might consider.

The security cameras are not part of the construction budget. The first quote came in at \$14,000 from Forest Alarm. We will be requesting a more basic quote.

ICS representative Dan Eallonardo departed the meeting.

DIRECTOR'S REPORT

Director Kozel-La Ha provided her report to the board and gave a quick overview as follow:

- Currently busy reviewing plans and coordinating the construction project
- We are a net lending library which means our collections serve other libraries more that are requested from other libraries. New books stay here for 3 months. Orland Park Library is going "stand-alone". It is costly to switch catalog systems, but the advantage of being standalone is you can set limits and have better control of your collection. Trustee Smith felt that in the future it may not matter.
- A fundraising committee has been created. We will be offering gift books to purchase for the collection.
- An In-Service committee has been created.
- Director Kozel-La Ha did not apply for the literacy grant due to construction phasing and limited space for programming. She will apply for the LSTA collection development grant.

Assistant Director's Report

Assistant Director McCambridge provided the following recap:

- Recently measured linear feet of shelving, books, and collection
- Coordinating what needs to go into storage – this info is needed for movers quote

Other Manager's Reports

Additional reports are available in the board packets.

NEW BUSINESS

RAILS Representative Report

Trustee Smith stated that RAILS is selling the Wheeling and Shorewood facility. The RAILS board voted to pay off the mortgage at East Peoria and lease out the space.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde was not present to report.

Personnel

President O'Brien and Trustee Levine had no new business to report.

Policy

Vice President Klunk had no new business to report.

Legal

Trustee Smith had no new business to report.

Award Furniture Bid Contracts

Trustee Owen made a motion to accept the recommendation of Alex Ramsey of Engberg Anderson for the purchase of furnishings for the Homer Township Public Library for a not to exceed amount of \$373,173.75 as follows:

Bookstacks 1	Embury Ltd.	\$ 32,739.28
Bookstacks 2	Library Furniture International	\$ 28,396.00
Casegoods	Meilahn Manufacturing	\$ 42,310.00
Library Furnishings 1	Embury, Ltd.	\$ 49,073.17
Library Furnishings 2	Creative Business Interiors	\$ 25,558.56
Library Furnishings 3	M&M Office Interiors	\$ 9,637.68
Library Furnishings 3	Henricksen	\$102,195.02
Service Desks	Library Furniture International	\$ 57,030.00
Furnishings Refurbishment	Frank Cooney Co	\$ 13,741.20
Signage	Henricksen	\$ 5,477.84
Wood Shelving Direct Purchase	Meilahn Manufacturing	\$ 7,015.00
TOTAL		\$373,173.75

Trustee Mitchell seconded the motion. A roll call vote was taken. All in favor, motion passed.

Other

Director Kozel-La Ha stated the Letter of Credit (\$438,000) is approximately 84% complete. Architect Engberg Anderson has been directed to write a letter to the Village of Homer Glen asking for the partial release of funds, with supporting chart as requested.

ADJOURNMENT

At 9:27 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, March 25, 2013 at 7:30 p.m. at Budde Marketing.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon