

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

President O'Brien called the meeting to order at 7:27 pm, followed by the Pledge of Allegiance.

TRUSTEES PRESENT

Dr. Edward O'Brien, President
Jane Klunk, Vice President
Mike Budde, Treasurer
Phyllis Levine, Secretary
Brian Smith
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

Kevin Owen

AUDIENCE TO VISITORS

President O'Brien acknowledged staff and visitor (intern) Jeanne Jesernik as well as Dan Eallonardo from ICS.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A (cc) letter addressed to the Village of Homer Glen Building Department from Joey Jeraminas, Deputy Fire Marshal of the Homer Township Fire Protection District. The fire sprinklers in the library's new construction require review through a 3rd party.
- A letter from Cameron Davis; Village Manager of the Village of Homer Glen regarding the Library District requesting a reduction in our existing LOC. Director Kozel-La Ha noted that a LOC by Engberg Anderson Architect Alex Ramsey has been submitted.
- An invitation from Mayor Jim Daley to attend a reception honoring Homer Glen Village Trustee Mary Niemiec on March 26th. Director Kozel-La Ha notes she will attend.
- A letter from Mark Schulthies; HAC Sponsor Coordinator asking the library to be a sponsor and advertise our business with them.
- A thank you note and \$120 donation from performer Mary Ponschke. She rebated back a portion of the fees she was paid from the weekly program she provided at the library titled, "Music & Movement".
- A thank you card from staff member Pat Fuglsiang. Pat was recently off work for medical reasons.

APPROVAL OF MINUTES

Trustee Levine made a motion to accept the minutes of the February 25, 2013 Regular Library Board meeting. Trustee Klunk seconded the motion. All in favor, motion passed.

TREASURER'S REPORT

Business Manager McSweeney stated the current assets as of February 28, 2013 are as follows:

Cash in Bank – BMO Harris Bank	\$ 201,304.30
Certificate of Deposit – First Midwest	\$ 73,185.01
IL Funds – Money Market	\$1,636,892.84
IL Funds – Insurance	\$ 45,318.70
IL Funds – Social Security	\$ 69,968.42
IL Funds – Special Reserve/Capital Improvement	\$ 297,535.42
IL Funds – IMRF	\$ 90,753.76
IL Funds – Audit	\$ 35,271.77
IL Funds – Epay	\$ 391.70
Memorial Funds - Sub Schdul	\$ 49,188.18
Construction Funds – Sub Sch	\$1,985,138.02
Petty Cash	\$ 502.80
TOTAL CURRENT ASSETS	\$4,485,450.92

There was a short discussion regarding Deposit Detail dated February 26 – March 25, 2013 and Transaction Detail dated February 27 – March 25, 2013.

Petty cash from February 21- March 20 totaled \$67.11.

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

Trustee Budde moved to transfer \$113,500 from IL Funds to Harris Bank General Funds to pay March bills and April payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Smith seconded the motions. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$374,811 from PMA/Citibank to the Harris Bank General Funds to reimburse the Library for construction payments for March 2013. Trustee Klunk seconded the motions. A roll call vote was taken. All in favor, motion passed.

DIRECTOR'S REPORT

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

- Director Kozel-La Ha was a guest speaker at this month's Chamber luncheon. It was a great opportunity and the library received good press.
- Monthly construction meetings continue – President O'Brien, as well as other board members, acknowledged their appreciation for regular updates from the Director.
- The budget is currently at a conservative 58% for 8 months.
- Director Kozel-La Ha applauded Assistant Director McCambridge for her ongoing administrative support and leadership.

Assistant Director's Report

Assistant Director McCambridge provided the following recap:

- We have received most of the signed contracts for the bids.
- 37 chairs will be picked up this week for reupholstering. Gray metal chairs will be used for customer seating in the interim. We will investigate and request a free loan of cushioned chairs from a local rental company.
- Circulation Manager Studer is working on updating printer/copier needs.
- Business Manager McSweeney and Administrative Assistant Nakutis recently assisted McCambridge in clearing out the server/paper room.

Other Manager's Reports

Additional reports are available in the board packets.

Director Kozel-La Ha addressed a few questions regarding construction:

- Daily visitor count is down, as expected
- The outdoor sign was recently changed to read we are open during construction
- The closing/move will take place mid May/June; no firm date as yet
- Summer Reading Club will begin in July instead of June this year
- The bookmobile will be on site some days during closing, but still make visits to Marian Village and Victorian Village – details are being coordinated
- Staff will be on site during closing as much as can be coordinated safely
- Furlough days are possible and vacation time may be used
- New phones have been installed. Phones will be on during closing

NEW BUSINESS

RAILS Representative Report

Trustee Smith stated the following:

- RAILS board election are upcoming and 2 nominees are needed for Trustee seats
- Currently closing on the sale of the Wheeling and Shorewood facilities
- Shorewood deliveries will be routed to a facility in Bolingbrook

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.

ICS Report

Consultant Dan Eallonardo (ICS) distributed a Status Report and an Issue Log dated March 25, 2013 and reviewed the following:

- | | |
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| • Issue #16/Light Fixture Sub | No additional cost (\$18,000 savings) |
| • Issue#22/Sanitary manhole, East parkway | Site work to be addressed in the spring |
| • Issue #41/Water damage | Waiting for response from CSI |
| • Issue #42 Entry Plaza revision | Waiting on pricing |
| • Issue #43/PA System revision | Requested credit for portion of system no longer needed due to new phone system |
| • Issue #47/Temp Heating | On-going during cold temps |
| • Issue #48/Bathroom Tile | An additional section of tile was added |
| • Issue #49/MEP Rm119 | Lighting and power was added that was not on the original drawings |
| • Issue #50/Fireplace Elec Power | Need power source (not in original contract) |
| • Issue #51/Basement Water Infiltration | Motor (\$5,000) must be replaced in order to maintain the warranty. Claim on Builder's Risk Insurance. (\$1,000 deductible) Will investigate an electric pump or back-up generator |

- Issue #52/Fire Alarm Additions Fire Dept reviewing sprinkler/fire alarm panel
Drawings – may entail extra cost for horns required by
Municipality – cost TBD
- Issue #53/Exterior wall At connection of old building to new
- Issue #54/Addl power for
 motorized shade in mtg rm Power needed
- Issue #55/Brickwork at removed
 elect meter socket East side of building – brick missing
- Issue #56/New Books Raise height of opening
- Issue #57/Addl cabling
 data/phone Additional phone cables added
- Issue #58/Add shade room 112 1 shade in QRR was omitted, but needed
- Issue #59/Wall Jam ext window Architect to provide detail
- Issue #60/Utility Trench Dam Water

ICS Consultant Dan stated that on March 12th, CSI estimated the library closing would be in 8-10 weeks. Dan approximates 8-10 weeks from today instead (May 20-June 3). The weather and sprinkler system hold-up both have impacted timing.

Additional items being reviewed include:

- Contingency remains the same (\$38,930.74) - additional items pending will be charged against that amount.
- Pay app for \$363,107 was approved by the contractor.
- Receiving quotes for a security system from Forest Alarm and Kole.
- Received proposal from Movers. Second proposal was in line with budget - close to finalizing deal for first move.
- 7 of the 10 furniture contracts have been signed –3 will be completed soon
- Engberg Anderson submitted request for reduction of LOC after discussion with Robinson Engineering. This was submitted to Village of Homer Glen Building Dept., Cameron Davis, and Mayor Daley.

Director Kozel-La Ha also spoke again with Attorney Lenzini regarding the LOC. The LOC is for subdivisions/developers and his original opinion from August stands. He would suggest that the library formally request the LOC be void and completely released. There was a short discussion. Attorney Lenzini will attend an upcoming Village board meeting, as necessary. Trustees directed the Library Director to submit a letter to the Mayor and Village Trustees re: LOC release.

President O'Brien requested that the Trustees undertake a walk-thru of the new construction. Director Kozel-La Ha can coordinate a construction walk-thru with ICS/CSA.

ADJOURNMENT

At 9:00 President O'Brien adjourned the meeting.

The next regularly scheduled board meeting will be held on Monday, April 22, 2013 at 7:30 p.m. at Budde Marketing.

Respectfully submitted,

Patti Nakutis

Administrative Assistant

cc: David Lennon