

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
Regular Meeting – April 18, 2011

President O'Brien called the meeting to order at 7:34 p.m.

TRUSTEES PRESENT

Ed O'Brien, President
Mike Budde, Treasurer
Debbie Mc Donnell, Secretary
Brian Smith
Adelyne Parker

STAFF PRESENT

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

TRUSTEES EXCUSED

Jane Klunk, Vice President
Phyllis Levine

AUDIENCE TO VISITORS

President O'Brien welcomed Trustee-elect Kevin Owen and Architect Joe Huberty of Engberg Anderson.

NEW BUSINESS

Architect

Joe Huberty did a slide presentation detailing his firm Engberg Anderson (EA), their various remodeling projects, and general library planning. They have done over 90 library projects, and find that most customers are looking to get the most they can out of their budget. To do this, you must establish your needs and compare your options. Points you may want to consider include:

- Sustainability
- Improve customer service
- Operate efficiently
- Plan for the future
- Leverage capital costs
- Factor ancillary benefits

When they remodeled Palos Heights Library, they had to go for referendum. They noted that you want to ensure that remodeling doesn't cost more than a new building would. Palos Heights expanded to a 2-story with a public elevator. They are within a residential area on 2 acres of land with easy access away from heavy traffic.

Engberg Anderson present the remodeling design on a 3D computer generated model. The goal is to establish a building that is efficient, effective, and enjoyable.

Some features that Palos Heights Library opted for were:

- The Circulation Desk at the entrance allows staff to greet visitors as they enter.
- Self checkout is located near Circulation
- Windows with an appealing outside view
- A staff desk at the top of the 2nd floor allows staff to greet upstairs visitors.

- Staff workroom with an open view to the Help desk allows them see if a patron needs help.
- Portability of furniture.
- Low height “peek-a-boo” space for collections.
- Small benches for kids.
- A covered entry.
- Use of the north facing natural light.

The following is a timeline working from start to finish:

- Program (6 weeks)
- Schematic Design (6 weeks)
- Design Development (6 weeks)
- Construction Documents (12 weeks)
- Bid Phase (6 weeks)
- Construction (12 months)

If we begin June 2011, with construction starting April 2012, the Grand Opening should be approximately December 2012. February is an optimal time to go to bid. Spring construction has the lowest overhead and allows for appropriate planning time.

Palos Heights Library was remodeled in 2006. They went from an 11,000 square foot space to 30,000 square feet for \$3.9 million. You have to allow for escalation. Typically, each year your money will buy less.

Some of the trends that Palos Heights Library captured were:

- ❖ Face out shelving – Marketing is key and this is a great way to market collections
- ❖ User friendly technology
- ❖ Meeting rooms
- ❖ Dual purpose rooms
- ❖ Fireplace (donated by Palos Bank & Trust)
- ❖ Buy a chair at the library for \$100 Fundraising Program (dedication plaques were attached to the donated chairs).

Other trends and features from various libraries include:

- A stained glass piece
- A pleasing view that connects you to the community
- Teens like different seating (maybe not as different as you might think)
- Artwork painted by teens, based on books
- Parent/child seating at computers
- Changeable art
- Interactive area
- An inviting exterior

Director Kozel-La Ha asked if moving off site during remodeling was cost effective. Joe stated that it can be a trade-off. Your bids will come in lower and the job will get done quicker. There will be less stress on patrons and staff. One library implemented an 8-week loan period and left their meeting room open for use. Palos Heights Library used a 5,000 square foot storefront plus a 1,600 square foot office space. This was cost effective. The

space you rent/lease would be considered an Assembly Occupancy. If you are adding a second floor, you must move out for logistics and safety concerns.

President O'Brien asked Joe what his fee is. Joe responded that it depends on the market, how long the project will take, and code approvals. Renovations are generally more expensive and more time consuming. His fee would be 7% of a \$2 million project. There will be no mileage fees.

There was a short discussion regarding community sewers and various water issues. President O'Brien asked if Engberg Anderson would be responsible for doing soil borings. Yes, they arrange all of that including mechanical, telecommunications, lighting, etc. They will also work with the Village of Homer Glen for plan approval, zoning, etc. and work with Will County regarding 151st Street. They will also address the "rock garden" when they evaluate the parking.

Joe noted that there are stopping points during the process and a formal review before bids are due. This is for the purpose of doing estimates and reviews.

His plan would be to network with the Village of Homer Glen immediately to introduce himself and discuss building codes. President O'Brien stated that the Village of Homer Glen has a Planning Commission. There would be multiple forms of contact with the Village regarding codes and reviews.

Joe stated that he would hold 3 meetings to discuss the following:

- a. First meeting:
What you would like and not like (furnishings, services, features, etc.)
- b. At the end of the Schematic Design:
This is how it is looking. Make any changes.
- c. At the end of Design Development:
Decide specific colors, specific furnishings, etc.

Director Kozel-La Ha stated that she would hold community meetings to invite people from the community for their input. Joe suggested Focus Groups, Community Leaders, someone that could possibly make a donation, and anyone who has a genuine interest in the library. Open the meeting for questions. Sit with seniors and teens and ask them what they want. Teens like a look that is sophisticated and timeless. They want productivity centers, project rooms, and a quiet place.

President O'Brien suggested that we proceed with the bonds. It will take approximately 2-1/2 months to process and you have 2 years to expend the money. Joe stated that after one month into the Schematic Design, Engberg Anderson will send the first invoice. This will be for 15% of the 7% fee. Joe stated that the initial payments are small. Of the 7%, 40% goes to the engineers. Also, the 7% does not include the "Civil Engineer". He will cost approximately 9% of any earthwork that is done.

Director Kozel-La Ha asked if there would be special board meetings? Would Joe be working with the Building Committee? Joe stated that it is our choice. It is very time consuming for the Director and Committee. Joe prefers to hold several meetings. They will come out and draw up diagrams at the library and discuss them with library staff. Afterwards, they will

discuss details with the Committee and narrow down the options. From then on, they would probably meet once a month.

Joe concluded his presentation stating that Engberg Anderson won 5 design awards in the greater Chicagoland area this past year, three of which were for libraries. They also won Wisconsin Architect of the Year and American Libraries Showcase 2011 for Davenport Public Library in Iowa.

CORRESPONDENCE

Director Kozel-La Ha went over the following correspondence:

- A letter from Secretary of State/IL State Librarian, Jess White. The library was awarded the \$4,800.Penny Severns Grant.
- An email from Beth Paoli, Literacy Consultant of the IL State Library regarding the Penny Severns Grant.
- A letter from IL Congresswoman Judy Biggert stating that she understands our concerns about decreased funding. However, due to budget deficits exceeding \$1 trillion, Biggert believes that budget cuts are vital and necessary at this time.
- An invitation to attend the Village of Homer Glen's 10th Anniversary Open House on April 19th at the Village Council Chambers.
- A certificate from Victorian Village for the library's partnership in the annual Easter Egg Hunt.

APPROVAL OF MINUTES

Trustee Parker made a motion to accept the minutes of the March 28, 2011 Library board meeting. Trustee Mc Donnell seconded. All in favor, motion passed.

TREASURER'S REPORT

Business Manager Carol McSweeney stated the current assets as of March 31, 2011 are as follows:

Cash in Bank – Harris Bank	\$ 158,853.49
Certificate of Deposit – Palos Bank	\$ 72,681.16
IL Funds – Money Market	\$1,551,369.64
IL Funds – Insurance	\$ 45,253.88
IL Funds – Social Security	\$ 69,868.25
IL Funds – Special Reserve/Capital Improvement	\$ 297,059.37
IL Funds – IMRF	\$ 90,623.80
IL Funds – Audit	\$ 35,221.35
IL Funds – Epay	\$ 56.60
Petty Cash	\$ 495.43
TOTAL CURRENT ASSETS	\$2,321,482.97

Business Manager McSweeney stated the current assets show a \$300,000 increase.

There was a short discussion regarding Deposit Detail dated March 29 – April 18 and Transaction Detail dated April 1, 2011 – April 20, 2011.

Petty cash from March 28, 2011 – April 18, 2011 totaled \$78.70.

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

Trustee Budde moved to transfer \$100,000 from Illinois Funds to Harris Bank General Funds to pay April bills and May payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Smith seconded. A roll call vote was taken. All in favor, motion passed.

LIBRARIAN'S REPORT

Director Kozel-La Ha recapped information from her Director's Report as follows:

- She reviewed the Compilation Report and noted that we are maintaining a conservative budget to date. We are at a nominal \$6,000 increase in spending as compared to last year. We are still awaiting grant funding.
- This is our 5 year anniversary for the bookmobile, serving over 1100 people this past month alone.
- We were awarded the Penny Severns Grant Summer Family Literacy Grant.
- As we celebrate 28 years, we are planning long range to provide for those we serve and the challenges we face.

Assistant Director's Report

Assistant Library Director McCambridge provided the following updates:

- The new website design is complete. Due to the merger, PALS no longer provides hosting this service. As we continue to train staff and add programs to the new website, it should be live within the next 3-4 weeks.
- EPay and EventKeeper will have to be reincorporated and redesigned for the new website.
- McCambridge is working with TrueTech to move email in-house (no longer hosted by PALS).

Additional Reports

The Youth Services Report, Bookmobile report, Adult Services report, and Circulation stats are enclosed in the board packets.

NEW BUSINESS

PALS Representative Report

Trustee Smith stated that the newly named library system RAILS is accepting nominations for board members. President O'Brien, Vice President Klunk, Trustee Budde, and Trustee-elect Owen would all be eligible for up to a 3-year term. Library staff is also eligible to serve.

There will be a Merger meeting tomorrow at the Metropolitan Library System in Burr Ridge streaming live. Thereafter, the next meeting will be held May 2nd.

COMMITTEE REPORTS

Finance/Budget

Trustee Budde had no new business to report.

Personnel

President O'Brien had no new business to report.

Policy

Trustee Klunk was not present to report.

Legal

Trustee Smith had no new business to report.

OTHER

President O'Brien thanked Trustee Mc Donnell for her years of service and insight, and expressed his appreciation for all Mc Donnell has contributed to the board. Director Kozel-La Ha presented her with flowers and a gift.

EXECUTIVE CLOSED SESSION

At 9:14 President O'Brien went into CLOSED SESSION for the purpose of discussing Long Range Planning.

ADJOURNMENT

At 9:50 pm the board came out of CLOSED SESSION.

Trustee Parker made a motion to hire Fred Schlipf as Library Consultant for the proposed remodel. Trustee Smith seconded. All in favor, motion passed.

Trustee Parker made a motion to hire Joe Huberty/Engberg Anderson as Library Architect for the proposed remodel. Trustee Budde seconded. All in favor, motion passed.

Director Kozel-La Ha asked the board who they would like to retain as lawyer for the remodel. There was a short discussion. President O'Brien suggested asking Ancel Glink or Phil Lenzini.

At 10:05 President O'Brien made a motion to adjourn the meeting.

The next regularly scheduled board meeting will be Monday, May 23, 2011 at 7:30 p.m.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon

HOMER TOWNSHIP PUBLIC LIBRARY
Board of Trustees
CLOSED SESSION Meeting – April 18, 2011

President O'Brien went into closed session at 9:50 p.m.

TRUSTEES PRESENT

Ed O'Brien, President
Mike Budde, Treasurer
Debbie Mc Donnell, Secretary
Brian Smith
Adelyne Parker

STAFF PRESENT

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

TRUSTEES EXCUSED

Jane Klunk, Vice President
Phyllis Levine

EXECUTIVE/CLOSED SESSION

The board went into closed session for the purpose of discussing long range planning 2(c)(5).

ADJOURNMENT

At 9:50 pm the board came out of CLOSED SESSION.

Respectfully submitted,

Patti Nakutis

Recording Secretary

cc: David Lennon