

**ACORN PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
COMMITTEE MEETING REPORT  
FOR JANUARY 6, 2010**

1. The meeting was called to order at 6:59 p.m. Those present were James J. Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Chuck Newman, Martin Durbin, Sheri Halwax and Susan Vigorita, Trustees. Also present were Mary Tuytschaevers, Director and Debra Tetlak, Secretary to the Board.
2. Jim stated the purpose of the committee meeting was to discuss design and borrowing options, and to determine what questions the Board had, before having Pat Callahan and Angie Levinsky return to meet with the Board again.

It was felt that the majority of the Board would like to be able to have Option C done, but that it was probably cost prohibitive. Based on the information that Jaime Rachlin provided to the board, it was felt that the Board would have to be comfortable committing at least \$80,000 to \$100,000 to pay back annually. Sue wondered how much would be borrowed if the Board chose Option C. Jim felt that it would most likely be around \$1.8 million in bonds, which would increase the amount expected to pay back annually.

Jim stated that he was not in favor of having the front door moved as suggested in Option C. He did not see much of a benefit considering the cost involved, nor evidence that this was something the patrons desired. He felt the money could be better spent for more books and computers instead. Discussion took place about the additional square footage that would be acquired with each option and whether or not the cost is justified. Martin noted that the square footage that would be gained in Option C was additional room for the circulation area and an increase in bathroom space, but not much space for patron use.

Jim reminded the Board that they still need to be aware that the possibility exists that the HVAC system, roof or boiler would need replacing or major repairs and any one of these would be an expensive proposition. He felt that it would be in the Board's best interest to keep a minimum of \$100,000 in reserve for any unexpected expenses and an additional \$400,000 to \$500,000 in reserve for operating expenses.

The staff prepared a list of priorities that they would like to have kept in mind with any renovation. Mary also mentioned that Paul would like to have a door for direct access to the mechanical room instead of access through his office as it is now proposed. Jackie felt that the Board's input should be considered as well and that the board would like to see more patron/user improvements included, as those are the ones who should most benefit from any renovation.

Several Board members like Option B, but Martin indicated that he had some concerns about the placement of computers being too near the windows. Sheri questioned the value of Option B and whether or not the library would get enough in return for the monies spent.

Discussion turned to other options such as just updating the library rather than adding on. All agree the library is in need of painting, new carpeting and general updating. Jim noted that changes initially to the lower level might in fact lead to further support for other improvements in the rest of the library.

Martin posed the question of the possibility of building up a second level from the proposed story room area. Jim felt that we should ask the question to see how much this might involve. The question was asked about how much of the \$1.2 million reserve to use and it was felt no more than \$700,000. Jim felt he would like either Option A or B and that the Board should keep \$400,000 to \$500,000 in reserve. Kim noted that the board should indicate a spending ceiling and see what we can get for that amount.

Jim noted the Board is committed to further design and this will be on the agenda for next week. It appears that it may not be necessary to have Pat and Angie back to next week's meeting, but Mary will contact Pat for additional information. Mary would also inform Pat that the Board feels the top dollar amount they can handle is \$1.2 million. The questions the Board would like answered include:

What would a second level cost above the proposed story room area? Can Option C be scaled down to a more manageable cost? Can the elevator and/or bathrooms be eliminated to allow for more usable space? In addition, Mary will confirm that the estimates already include the cost of furnishings, etc. that are noted in the plans.

3. Mary also mentioned that the library was to receive some of the Bobby Rush grant money (\$25,000), but that this money needs to be for things tied in with services. This could be used for PC reservation software to time internet usage for the patrons and also for print management. Jim wondered what kind of revenue the library generates now for internet usage. Mary will obtain estimated revenues received from internet usage.
4. Jackie inquired about signage for the library when it was closed. Over the recent holiday she noted people going all the way to the door before realizing that the library was closed. Perhaps signs nearer the parking lot would be useful.

5. Snow shoveling was briefly discussed. Mary indicated they had hired and fired a snow contractor as they were too expensive. Daniel will now be performing this work. He will be paid hourly and a 1099 will be filed for him. The plan is to have Daniel start taking over Paul's responsibilities as Paul would like to scale back.
6. The EMS system will be on the next agenda. The Library has an opportunity to receive some monies (\$4,680) to help pay for the replacement of this. Mary indicated that she was told the boiler would be okay for a couple of years, but the EMS is not working properly and should be replaced. Mary asked the board to review the materials on the web and be prepared to discuss it at the next meeting.
7. Susan Vigorita made a motion, seconded by Sheri Halwax to adjourn the meeting. The meeting was adjourned by unanimous consent at 9:05 p.m.

Report submitted by:

/s/ James J. Richmond

James J. Richmond  
January 20, 2010