

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
January 13, 2010**

1. The meeting was called to order at 7:00 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Sheri Halwax and Chuck Newman, Trustees. Absent, Susan Vigorita. Also present were Mary Tuytschaevers, Director, Debra Tetlak, Secretary to Board, and Patrick Callahan from StudioGC.
3. There were no changes to the consent agenda. Jim Richmond suggested that Patrick Callahan's session be moved up.

Call to Order

Roll Call

Consent Agenda

Pat informed the board that they are working on answers to the questions raised at the Committee Meeting on 01/06/10. Pat suggested it might be a good idea to have a special meeting to discuss the options and feedback to try and pin down what the Board would like to accomplish.

Jackie inquired as to whether or not the estimate of fees included moving the stairs and outside landscaping work that would have to be done if the front door were moved as in Option C. Pat confirmed that the estimate does include costs for that.

Mary wanted to know what Pat would need from the Board in order to proceed. At this point in time \$11,700 would allow for additional design work. Pat explained that the bill is based on a percentage of the phase and each step along the way would have to have Board approval. This way allows that the Library does not pay for work not done.

There were a few questions about the feasibility of adding a second story to the garden area. Pat confirmed that it is structurally feasible and there would be no zoning restrictions. As mentioned Pat is working on this.

Pat explained that the design work includes the layout of furniture and also helps with procuring all the furniture and other necessary items. He confirmed that the estimate includes soft costs (i.e. furnishings, shelving, etc.) and that they provide costs and track costs.

Jackie asked about adding an elevator and whether or not it would be mandatory. Pat explained that if construction is more than 50% of the building then a new elevator would be necessary. This project is not more than 50% so a new elevator is not necessary.

Jackie asked about the number of toilets and whether or not that is dictated by code. Pat explained that the IDPH determines occupancy for a building and then recommends a number of toilets to serve that number. Occupancy is determined by several methods and is typically based on square footage. He noted that the number of toilets called for in the plans now can be reduced.

Sheri wanted to know if the additional room that would be gained in the story room area would need sprinklers. Pat would check with the fire department but based on square footage added he did not believe that would be necessary.

Jackie wondered if additional space could be added by extending the addition all the way to the concrete pad alongside the west end of the building. Pat explained that would be costly in as much as they would have to dig and pour a complete foundation for any space there.

Jim wanted to know what impact the addition would have on the existing roof. Pat explained that it would be a separate roof and have no impact on the existing roof. This raised the question of what it would look like from the outside. Pat assured the Board that the library would look like one complete

building from the outside.

Martin inquired about the construction manager resume that was posted on the website. Mary explained that she received this unsolicited. Pat explained that construction managers are often hired for large projects to help oversee the complete project. He felt with this project it would be a waste of money and quite redundant as his firm would be monitoring the project all along the way. He saw no need to pay double for the services.

Martin wanted to know what Pat needs next from the Board. Pat explained that they would need a signed proposal to continue. This would get the next phase of design work going and help move the project along. Pat further explained that the fees include civil/structural/mechanical/electrical/and plumbing engineering. There would be no need for the library to seek out engineering for the project. Pat exited the meeting at 7:25 p.m.

Discussion then turned to the proposal. Jim explained that Pat would need a signed proposal and \$11,700 in fees to continue with the design work. Sheri felt that the library had already received a great deal of good work and ideas for the original \$5,000 that was paid to Pat. Sheri and Jackie felt the board should commit to working with Pat on the project.

Martin Durbin made a motion, seconded by Sheri Halwax to approve the Authorization to Proceed.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

Brief discussion took place about another committee meeting to further discuss building plans. It was decided to meet 1/27/10 at 7:00 p.m. in the meeting room.

4. There were a few questions regarding various invoices. In particular the invoice from Murphy Miller. It was noted that payment of this invoice results in another year's service contract with Murphy Miller. The invoice from ThyssenKrupp was briefly discussed. The Board again noted that the service costs for the elevator were quite expensive and that we were already over budget for the year with this expense. Unfortunately the library is under contract.

Consent agenda

Martin expressed some concern about paying Daniel with a 1099. He thought there could be potential tax issues related to this.

Mary attended the recent SWAN meeting. There is concern that MLS will be downsized and SWAN will be their own legal entity. Mary also noted that SWAN does not want to increase fees as they feel that would be penalizing the libraries.

The property tax line item on the General Fund Income and Disbursement Report was briefly discussed.

Jackie Muscarella made a motion, seconded by Chuck Newman, to approved the consent agenda as follows:

- a. Approval of December 9, 2009 Regular Board Meeting Minutes
- b. Treasurer's Report
- c. Approval of Bills
- d. General Fund Income and Disbursement Report
- e. Director's Report

- f. Departmental Reports
- g. Reports on meetings attended by Board and Staff

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

- 5. Sheri Halwax made a motion, seconded by Jackie Muscarella to approve Ordinance #10-01 providing the schedule of Board meetings for the year 2010.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

- 6. The semi-annual review of executive session minutes was briefly discussed. Jim noted that the review should take place twice a year. It was most recently completed in January 2009, as cited by the last written report from 2/4/09. In as much as there has been limited activity the past year (only 1 executive session), it was felt there was no need to formally conduct a further review of the closed minutes at this time. It was further decided by the Board that the 10 sets of closed executive session minutes would continue to be kept as is, as the need for their confidentiality still exists. There have not been any requests to date to see the executive session minutes that have been released. The next review will be conducted later this year.

- 7. Mary explained that approximately \$8,800 in grant money has been offered to the library to help cover the cost of a new EMS control panel. Estimated total cost of this panel is \$46,930. The Board needs to make a decision whether or not they would like to take advantage of this grant money. Martin and Jim noted that this item should be put out for bid.

Martin Durbin made a motion, seconded by Sheri Halwax to accept the grant money.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

- 8. Mary would like the computer use policy to be amended to allow for 1-1/2 hours of computer usage for free to Acorn patrons. There are issues with the PC Reservation program being able to account for the free time and then paid time. Amending the policy will allow for the additional free time and the staff can override the system for patrons.

Jackie Muscarella made a motion, seconded by Martin Durbin, to amend the computer use policy to increase usage time from 60 to 90 minutes maximum for Acorn patrons.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Martin Durbin, Chuck Newman and

Regular Board Meetings Ordinance #10-01

Semi-Annual Review of Executive Minutes

EMS Panel

Computer Usage Policy

Sheri Halwax.
Nays: None
Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent. Motion carried.

9. Mary Ann Baer, Director of Development, Together We Cope, sent a thank you note for the boxes of toys that were donated for Christmas.

Correspondence

Diane Fernandez sent a thank you card to the Board.

The Board received an invitation to the Legislative Breakfast to be held February 15th.

10. Jackie inquired about the possibility of posting signs when the library is closed so that patrons did not have to walk all the way to the door to find out the library is closed. Mary said she would look into what kind of signs are available.

Open Forum

Jim mentioned to the Board that by the end of the fiscal year health insurance may need to be reviewed if premium costs continue to go up significantly. If the costs increase the Board may want to consider requiring employees to pay a percentage of the premium to help offset costs. At present full-time employees pay nothing and part-time employees pay half of the premium. The Board should know in May or June of any increase. If there were to be any change Jim feels the employees should be informed as soon as possible. He asked everyone to let him know if this topic should be added to a future agenda.

11. Sheri Halwax made a motion, seconded by Chuck Newman, to adjourn the meeting.

Adjournment

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

Meeting adjourned at 8:45 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2010