

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
March 10, 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, Susan Vigorita, Sheri Halwax and Chuck Newman, Trustees. Also present were Mary Tuytschaevers, Director and Debra Tetlak, Secretary to Board.

Call to Order

Roll Call

The Board also welcomed Patrick Callahan and Angie Levinsky from Studio GC.

3. Jim Richmond suggested moving up the discussion with Pat and Angie. Pat Callahan explained that they were there to provide an update on their progress. A cash flow summary was provided to illustrate the time line and associated expenses. Pat explained that the expenses in the beginning cover the upfront design and engineering work with the constructions costs coming later. The “Add Alt” category represents items that could possibly be done in the future on an as able basis and still be able to get the bulk of the project done.

The bid process was discussed. Martin Durbin wanted to know if the entire project is bid on and Pat explained that yes it was. He further explained that the bids go out for three weeks and are sealed bids.

Jim Richmond inquired as to whether has the right to select subcontractors. Pat explained that they do however it is built into the contract that the company has to have experience in this type of project. He also explained performance and payment bonds, which guarantees on time – on budget completion.

Kim Duffy wondered if union vendors were used. Pat briefly talked about the state law regarding prevailing wage and further explained that the contract is modified so that contractors/sub-contractors have to provide so many apprenticeships LECET (Laborers, Employers Cooperation and Education Trust. He explained that this is the lessened responsible bidder approach and that they tend to get union contractors out of it. He further stated that this basically levels the field and you get the best possible workmen on the project.

Mary wondered if the time table could be adjusted and pushed back a bit after June or July. She explained that additional funds may be available in January and she wasn't sure what status would be required to be qualified for those funds i.e. shovel ready versus already having started construction.

Jim and Mary briefly talked about the expense involved for the upper area. The largest cost is due to moving. Pat talked about the Hallet t system used for moving stacks without having to remove books from shelves. This allows the stacks to be lifted up and workmen to install carpeting/tile underneath the stacks. Pat explained that all the mechanical, electrical and plumbing was included, as well as any sprinklers. Reworking the duct work and any additional light fixtures and outlets was also included. Jim Richmond asked about the “soft costs”. Pat explained that this included permits and fees. There would still be incidental costs from AT&T, ComEd, and builders risk insurance which protects the library from any catastrophic issues, acts of God, floods, winds issues, etc. Angie explained as the project moves forward there may be other areas that would present themselves as alternates.

Pat was hoping that the actual.AC costs would be lower. .Martin asked whether or not the sprinkler work would be given to a specialty contractor and Pat explained that yes it would, they would use a sprinkler installer, of which t hey have a pool of around 15 to 20 to choose from.

Construction manager versus general contractor was briefly discussed. Pat explained a construction manager really isn't necessary for a project of this size. He noted that a general contractor would have one contract with all the sub-contractors underneath it which ultimately puts the pressure on the general contractor to get the work done. He felt that a general contractor is good for a project such as this. He explained that the general contractor is found once the project is advertised out to bid. Local contractors are notified that they are requesting bids and about three to four weeks later the bids start coming in. They are opened and itemized and the three low bids who are apparent responsible bidders are interviewed. Their references are checked as well as their financial backing, etc. The goal is to obtain a good substantial claim to verify the pick of the subcontractors.

Kim Duffy expressed concern that only one study room is shown on the plans. Pat concurred that this was a valid concern. He offered to take another look and see where some additional space might be earmarked for use for a study area.

Jackie inquired about whether or not Pat had any information on the elevator. He stated they are in the process of contacting vendors and did not have any particulars at this point.

Pat Callahan and Angie Levinsky exited the meeting at 7:38 p.m.

4. Mary noted that the library was starting to get more money in, around \$300,000 over the last few weeks. She also stated that the library was still owed another \$200,000 to \$300,000. Martin wondered why the funds were coming in so late. Mary explained that a different calendar year is used than the county and that the money was collected but they wait to distribute it.

The recent Radio Days program and number of participants was discussed. It was noted that 70 people attended. Room capacity was discussed. Mary was unsure what the capacity was.

Unique management which collects overdue fines has been performing very well. To date they have collected approximately \$4,000. They will contact patrons when they have \$25.00 or more in overdue fines.

Jackie wondered about the Tech services report and the large amount of music disks removed. Mary explained that those CDs were badly damaged and could no longer be loaned or rented out. Martin inquired about the 12 added Play-Aways. Mary explained that these were purchased out of the Bobby Rush grant.

The current MLS situation was briefly discussed.

Kim inquired about an invoice for a new register. The question arose whether or not it was purchased or it is leased. Mary was not sure and will look into it.

Sheri Halwax made a motion, seconded by Susan Vigorita to approve the consent agenda as follows:

- a. Approval of February 10, 2010 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, Susan Vigorita, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: None

Consent Agenda

“7” ayes, “0” nays, “0” absent – Motion carried.

5. Various fundraising ideas were discussed. It was noted that Acorn is part of a consortium that is a 501(c)(3) in the event a large donation were to be received. Donation envelopes have been ordered which could be sent out with letters at key times to help raise funds. Martin would like to see information about donating added to the website. Kim had looked into the cost of bricks which could be engraved with donors' names. The cost of the brick to Acorn would be \$17 and these could be sold for \$55.00. Jackie noted that the library could possibly sell tiles that patrons would paint and these would be fired and then hung on a wall in the library. Kim wondered if donations could be made using Visa. Mary explained that this would go in as a credit and the library would really want a separate account for this not a credit. Mary was going to look into using e-commerce for fundraising use.

Fundraising

6. The Boy Scouts of America sent a letter to the library to solicit Acorn's support as they are looking for donations.

Correspondence

A trivia contest will be taking place at Prairie Trials Library and they are looking for teams to compete. Deadline to register is April 5th. The contest takes place April 10th.

7. Kim Duffy wondered how much longer Acorn would be paying for unemployment for Patrick. Mary thought that this would be coming to an end soon. Kim also inquired about the donation for Bernice (Barb's mother). Mary explained that the staff usually will send flowers, but in this case it was the family's preference that a donation be made. Mary stated that the funds for this came from the employees.

Open Forum

Sheri wanted to know what the next step with the building needs to be. She also wondered whether or not we can afford it. Mary stated that she wanted to see what money might be coming from the federal stimulus in January 2011 and needed to verify whether or not the library would have to be shovel ready and whether the project could have already been started or have gone out on bids. She was going to check with the state library. She stated that Rep. Davis was trying to get \$500,000 and she did not want to miss the opportunity. Susan Vigorita felt it should be put to a vote next time. Jim Richmond has concerns about the amount of money the library would be borrowing. It was decided that the Board needed additional information and that the proposed budget should be brought to the next meeting to further discuss. It was noted that various cost cutting ideas were being looked at, i.e. new cleaning contract or looking at ways to cut energy costs.

8. Susan Vigorita made a motion, seconded by Jackie Muscarella, to adjourn the meeting.

Adjournment

Roll Call Vote

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

Meeting adjourned at 8:55 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2010