

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
April 14, 2010**

1. The meeting was called to order at 7:00 p.m.
2. Those present were Jim Richmond, President, Jacqueline Muscarella, Secretary, Martin Durbin, Sheri Halwax and Chuck Newman, Trustees. Kimberly Duffy, Treasurer and Susan Vigorita, Trustee, absent. Also present were Mary Tuyschaeyers, Director and Debra Tetlak, Secretary to Board.

Call to Order

Roll Call

The Board welcomed Angie Levinsky and Rich Petricek from Studio GC.

Item 3A. Intergovernmental Agreement for Providing Electronic Database Services from MLS will be postponed to the next meeting. There are some questions and concerns about abstracts rather than full text being provided. Megan will be looking into it. It is felt that full text is needed for adult services and if only abstracts are provided, the library may be better off going on its own instead of with MLS.

Update on library plans will be moved up before the consent agenda.

3. Angie provided a draft copy of plans to the Board. Angie met with Mary and the staff and together they went room by room to determine outlet and storage requirements. Consideration was given to future requirements which were left out now, but may be added in the future when able (i.e. adding a VOIP or projector). The Board is to look over the plans and see what they would like to see added and/or changed.

Library Plans

The purpose of these plans is to help move forward to construction documents. It makes the process easier to know the placements of computers, etc. for wiring and layouts. It helps to coordinate with consultants and ensure that you are getting exactly what you want.

The Board had a few questions about some of the room plans which Angie helped to explain. There was some confusion regarding how to read the plans. Angie will prepare a key plan and legend which will help to make viewing of the documents easier. She mentioned that the Board might want to consider green energy and whether or not there was anything the library wanted to do. Mary stated that the library could possibly get a grant for that if they opted to try using green energy.

Further discussion took place about various room plans and including all the “wants”. Adding in the wants will at least give a cost idea and then you can prioritize from there what you want.

Martin inquired as to why the Board was discussing this today. Angie explained that it was to get the Board’s feedback before they move to obtaining construction documents so that they made sure everyone was getting what they wanted. Rich noted that it is still a good market and stated he felt the library could get the most for its money as most bids were still coming in lower than expected.

Kimberly Duffy joined the meeting at 7:43 p.m.

Angie and Rich noted that the Board would have to sign off on the book indicating their agreement with the basic design (i.e. structure/walls). All other items can be modified or changed as they go along, but this could give the starting point.

Martin wondered whether or not the library owns the design materials or whether Studio GC does. Rich indicated that the library owns the materials.

Jim Richmond stated that the Board would need to look over the materials and let Mary know their thoughts over the next two weeks so that she could let Angie know.

Rich and Angie exited the meeting at 7:53 p.m.

4. Jackie Muscarella inquired why the fundraiser was going to be limited to 100 to 125 people. Mary explained that they wanted to avoid any parking issues, as there is limited parking available for people attending the fundraiser.

Jim Richmond asked about the bill from Marchione and what that was for. Mary explained that a round outlet on the floor had to be moved and that is what the bill was for.

Martin asked about the EMS and whether or not the \$18,000 paid was the complete bill. Mary explained that it was coming in three bills and that the total cost was about \$46,000. The bids that had been done previously were used to pick a vendor for the work. This was done before the grant was submitted. Mary was going to check on when the next bill was coming in; she thought that the next payment would be due in May. She is in the process of obtaining all the paperwork to submit for the grant for the EMS. Kim Duffy asked whether or not she was happy with the new EMS and could they tell any difference. Mary is happy with the new EMS and felt that there is better temperature control now. Martin wanted to know if the system was on-line yet. Mary indicated that it was and that Paul had has a bit of training but that he was going to review it all again. Martin wanted to know if he could come and see it too. He also inquired about the warranty on the system and if there was a total itemized bill. Mary was going to check with Karen.

Martin inquired about the second phone charge for Paetec. Mary explained that McLeodUSA is now Paetec. This bill covers calls made and line charges. The bill from AT&T is for the T1 lines and internet.

Martin asked about the property taxes and whether or not the library had received all of the income from that yet. Mary indicated that the library has not yet received all of the income. Jim noted that \$945,000 has been collected so far this year. Martin wanted to know why it was over what was estimated. It was explained that the levy was underestimated and the library is actually getting a little more, not less, as had been expected. Jim explained that it should be close to \$1 million by June. Some people may object to their taxes in which case some monies could be lost.

Martin Durbin noted that the Illinois Prime Fund was paying about .10% interest. While the Board realizes this is not a good return, it is felt that the money cannot be moved elsewhere and be tied up for any specific period of time until a decision is made on what will be done with the building.

Jim Richmond informed the Board that a virus was found on the website. Apparently someone hacked into the system and the website was infected with a particularly difficult to remove virus. The site has been scanned to repair the virus and it is felt that it has been removed.

Jackie Muscarella made a motion, seconded by Kimberly Duffy to approve the consent agenda as follows:

Consent Agenda

- a. Approval of March 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, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None
Absent: Susan Vigorita

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

5. Mary and Karen have prepared two tentative working budgets. One includes construction costs and the other does not include construction costs. Kimberly Duffy asked if there were any major changes to the budget. Mary noted that costs for HVAC maintenance are expected to be lower as well as costs for the elevator. Mary noted that they expect lower costs for cleaning services and that Karen is working on getting some better prices on some other items

Tentative Working Budget

Mary explained that the estimate for funds on hand at the end of the year is low as they are trying to be conservative. Kim inquired about the lower costs for printing and advertising. Mary explained that there would be two newsletters instead of three if the library is under construction.

Jim asked about the levy budget and how much higher it might be. Mary explained that maybe \$40 to \$50,000 more. She noted that LIMRICC is pushing for all to go to PPOs with a slight increase in cost and with the same benefits. At this point in time 40% of plan participants reach their annual max. She will know more by the next meeting. She noted that the budget amount for LIMRICC may be over this year.

Jim noted that the Board Expense and Contingency line items in the budget should come from fines/fees or interest and not from the levy. He stated that historically these line items have not come from tax levied funds.

Mary indicated that she allowed for salary increases of 2%. She noted salaries were higher as Eric is now full time and more money was paid out for subs.

Jackie asked whether or not that is enough money to do the addition and if the library could afford it. Jim Richmond indicated that he does not think the library can afford it and that more income is needed. He noted that the library is not getting the interest it used to and that the per capita is not what it used to be either. He feels that if the library went ahead with the complete plan, the library would be in trouble 4 to 5 years down the road.

Sheri asked whether or not that meant we do not go ahead with the bond sale. Mary stated that she would like to go out to bid to get an idea of what the cost would be and what any add on would cost. Sheri noted that we don't have to use the full amount of bonds and wondered if we can't go ahead and start the process. She also noted the need for construction documents in order to go out to bid. Kim stated that we need to know what we can afford.

Jim suggested contacting Phil Lenzini and getting his advice on going out for bonds based upon Jamie Rachlin's suggestion, and where the library stands legally. Mary was going to check with him to see if the library could legally do this without a voter referendum and what is required.

Martin Durbin noted that \$80,000 per year would require a \$6,000 per month payment. Jim indicated that based on income and expenses the library could probably afford \$3,000 per month currently. He stated that an alternative source of income to replace the lack of interest income was needed. Jim stated in the past as much as \$40 to \$50,000 was generated in interest, which is not the case now. Mary will ask Pat for his recommendation regarding when to go for the bond issue and what the dollar amount should be.

6. Jim Richmond noted that the library had not received official notice of the Memorial Day Ceremony as of yet. However, it is assumed that the library will once again participate and provide a wreath. Mary will e-mail the city to check into the particulars. Martin noted that several local businesses were participating in a façade improvement assistance program. He wondered if the library might be able to participate as well. Jackie was going to look into this and see if perhaps a canopy would be

Memorial Day

covered.

- 7. Mary noted that library patrons have adapted well to the new PC Reservation System. Printing takes a little longer than anticipated but things are going okay. The new system has freed up time at the circulation desk and they are receiving more money than before for printing out copies.

PC Reservation

Martin wondered if the library charged for faxing. Mary stated that there is a charge for faxing. These are usually cash transactions for which a receipt is issued so there is a paper trail on the money. Kim wondered if a report could be produced from the fax and Mary indicated that a report could be obtained.

- 8. "An Evening at the Library" fundraiser is scheduled for October 15th from 6:00 p.m. to 9:00 p.m. There will be a silent auction, wine tasting and hors d'oeuvres. The cost for food is estimated to be around \$2,000. Mary is hoping that 100 to 120 people will attend. A one day liquor license will be applied for. Tickets to attend will be \$75.00. The library will close at 3:00 p.m. that day. The staff will volunteer to work that evening. Jackie and Sheri have agreed to help take tickets at the door. Kim wondered if there would be gifts handed out for attending.

Fundraising

Martin asked whether or not the tickets would be sold online, as well as whether or not pledges could be taken online. Mary will be check with the Orland library to see how they do this. Kim is working on a form for pledging. Martin also suggested checking the Chicago library to see how online purchases are done, perhaps look into PayPal. Karen will be creating a new line item for this and the library will most likely have to use a new account which will need a resolution.

- 9. Mary noted that the credit card from InBank is now a debit card per MB Financial. Andy Tinberg, from the Oak Forest Banking Center, has offered to provide a credit card but would need financial information from the library to provide the credit card. Jim inquired as to the average cost charged and Mary indicated so far the largest amount charged has been around \$600. Sheri suggested contacting PayPal to see how they handle a non-profit organization. This will be put on the agenda for next month.

Open Forum

Kim mentioned the Mokena Library and their wall with donor names on the bricks. She liked the look of that as another way to raise funds. Acorn family of the year was also mentioned.

- 10. Martin Durbin made a motion, seconded by Sheri Halwax 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

Meeting adjourned at 10:00 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2010