

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
August 31, 2011**

1. The meeting was called to order at 7:01 p.m.
2. Those present were Jim Richmond, President, Jacqueline Muscarella, Secretary, Sheri Halwax and Brad Duff-Hudkins, Trustees. Absent: Kimberly Duffy, Treasurer, Martin Durbin and Susan Vigorita, Trustees. Also present were Eric Werthmann, Interim Library Director Library, Karen Miner, Construction/Business Manager, and Debra Tetlak, Secretary to the Board.
3. Jim noted that the Board was asked to come together to decide on how to best proceed with the insurance claim for the carpeting damage. Karen has been in touch with Ryan at Hartford who states that the recent carpet damage was due to a “flood” and this carries a \$25,000 deductible. Karen states that she estimates a cost of \$49,000 if the entire lower level carpet were to be replaced. This cost includes other expenses that would be incurred with the installation (i.e. moving stacks, etc.). Hartford is waiting to hear from the library as to how to proceed. The insurance agent does not categorize the damage as due to an act of God. It is his opinion that there is negligence involved with regard to the grading/lack of grading, retaining wall that contributed to the flooding issue. We now know that the drains are working fine as when they were televised and no problems were uncovered.

Call to Order

Roll Call

Insurance Claim

Eric stated an option would be to use the carpeting as it is and move the bins on our own without using Hallett. Karen noted the issue with the carpeting manufacturer is that the glue used is water-based glue and the area that was flooded is now compromised because of the water. They cannot guarantee that the glue would not harbor mold or cause further issues for the library and hence the warranty is void. Karen mentioned that the staff is already seeing problems with some of the carpet tiles that were under water starting to pull up. Karen cannot be sure of the condition of the carpet tiles that are under stacks that were not accessible to have the water removed and whether or not mold could be growing here. The library can take the chance that things will be fine. However, it might be prudent to avoid any possible future problems if mold were to be found and there were another complaint to the Illinois Department of Labor (IDOL).

Karen’s recommendation would be to completely replace the tiles in order to make sure there is no water or mold under the stacks and to check/test accordingly to avoid any further IDOL issues. An estimate for the air testing expense can be included in any claim.

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax, to authorize Karen Miner to proceed on the carpeting claim.

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Brad Duff-Hudkins and Sheri Halwax.

Nays: 0

Absent: Kimberly Duffy, Martin Durbin and Susan Vigorita.

“4” ayes”, “0” Nays”, “3” Absent. Motion Carried.

Jim wondered if it would be worthwhile to look at StudioGC or Maggio with regard to their liability. Karen stated that they had looked at builder’s risk, but because it was rain and not a plumber’s issue (i.e. damaged pipe, etc.) this would not be considered builder’s risk. She did suggest that she could go on a fact finding mission and present the information to Phil to see what his assessment would be. Eric felt it might be wise to have a basic conversation with the attorney to see what, if anything could be done, or perhaps check with the Management Association. Jim thought it would be a good idea to first contact the Management Association. He also thought it would be good to contact Rick/Pat to see what their final analysis was with the door and the flooding that occurred; to see who possibly dropped the ball.

4. Karen noted that the cabling pre-bid was today and that seven contractors appeared. It is hoped that

Outstanding/Pending

the expense might come in around \$30,000. The bids are due September 8th and will be opened at 1:00 p.m.

**Portions of
Building Project**

Karen stated that we are waiting for Reliable to provide a quote for the fire panel. Rick is still working on the requirements regarding the pull-stations. The city says the stations should be at 42 inches. Rick says he has documentation that they do not need to be at that height. The Board reiterated their position that it needs to follow the decision of our City/Fire Department. Karen is also waiting for the fireplace screen.

Studio GC has provided their punch-list. Maggio has yet to submit theirs. The library is also to make a punch list. One of the items Karen has noted is that the light bulbs are different colors. Karen would like them to all match, as they were prior to the project.

It is hoped that once the reference desk is done the tarp can be removed as it is rather unsightly. It is now covering up the servers, so it is needed. Once things are back up and running Rick will have a Certificate of Substantial Completion to give to Maggio. Jim wondered if we receive a release of lien from all the sub-contractors too. Karen did note that she receives a certified payroll indicating that the contractors have been paid.

With regard to the retaining wall. Karen indicated that Rick is not happy with the price, which is now around \$3,000. Rick is waiting for another bid for the wall. She is not sure why there has been a delay.

Jim noted that the city's cable channel is looking for updates regarding the renovation and would like to come in for a video tour of the library after completion. They are hoping to do this in possibly October. Karen noted that new furniture, shelving, browsing bins, etc. are expected by the end of October.

Jim wondered if we should have a re-opening committee to plan a ceremony, invite local dignitaries, etc. He thought it would be a good time to start thinking about the plans for this. Karen mentioned that there are still some silent auction items that might be able to be used for the grand re-opening. This will be added to the September agenda for further discussion.

Karen noted that next week will be the last construction meeting. She stated that the library has been paying for a full-time supervisor through Maggio, but that since Bill was laid off, the library has had only part-time supervision at best and the subcontractors have been working without supervision. She felt that the library should receive a credit for at least the last 2-1/2 weeks.

5. Jim noted that they have received seven resumes for the Director's position. They will discuss the potential candidates and interview schedule at next month's meeting.
6. Sheri Halwax made a motion, seconded by Jackie Muscarella, to adjourn the meeting.

**Library Director
Search**

Adjournment

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Brad Duff-Hudkins and Sheri Halwax.

Nays: 0

Absent: Kimberly Duffy, Martin Durbin and Susan Vigorita
"4" ayes", "0" Nays", "3" Absent. Motion Carried.

Meeting adjourned at 8:24 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2011