



Messenger Public Library Board of Trustees | Meeting Agenda
Thursday, March 9, 2016 | 7:00 p.m. | Library Conference Room

- I. **Call to Order/Roll Call**
- II. **Special – Unfinished Business Item - Presentation of Proclamation**
Approve - Resolution Proclamation – Recognition Posthumously - 19 Years (1998- 2017) of Community Service - William J. Middleton (1945 – 2017) - Messenger Public Library Board of Trustee and Trustee Secretary
- III. **New Business - Presentation & Approval 2017 (April 1) - 2018 (March 31) Library Insurance Package – Up to and estimated \$19,000** - Heil and Heil Insurance Co. / Agency. Amtrust Insurance Co. Proposal.
- IV. **Approval of Meeting Minutes**
 - a. Board Meeting – February 9, 2017
- V. **Public Comments**
- VI. **Treasurer’s Report**
- VII. **Library Administrators and Departmental Staff Reports**
 - a. Library Administrator’s Report
 - b. Administrative Assistant’s Report
 - c. Library Department Heads Report
- VIII. **Communications**
 - a. Library Board President
 - b. b. Correspondence
- IX. **Committee of the Whole Reports - None**
- X. **Unfinished Business – None**
 - a. Review and Discuss - Succession Plan Revision
 - b. Review and Discuss – Library Disaster Plan Handbook Revision
- XI. **New Business**
 - a. Approval – Board Training Expenses – Per Illinois Local Government Travel and Expense Act (50 ILCS 150) - Expenditures / Registration Amount Totaling - \$ 70.00 - Board Members Attending Annual State of the Village of North Aurora President Address and Luncheon - President Marguerite Treest and Trustee Jim Hicks.
 - b. Approval (Items) – West Wing Renovation Project - Phase 2 – Invoices and Payment Vouchers, Change Orders and Proposed Change Orders for Review and Approval:
 1. Resolution 06-2017 - Payment Voucher #5 - \$ 116,789.94. (Paid on February 28,2017) - L.J. Morse Construction Co. – For Auditing Purposes.
 2. Resolution 07– 2017 – Payment total of \$ 88,543.38 – Transfer of Funds from Illinois Funds US Bank Reserve Fund to Old Second Checking Account - Payment for Three Items - [Item a] \$ 2,410 - Hallett Movers – Labor and materials cost for moving of library collection and shelving, [Item b] \$ 85,867.38 - Interiors For Business Co. — Shipping, Delivery and Installation of Phase 2 Furniture, and [Item c] \$ 266.00 - Interiors for Business Co. – Labor cost for relocating and installation of desks in Tech Services Dept.
 3. Approval – Kluber / Morse Construction Co. - Change Order #8 – General Contingency Expenditure - Total \$ 2,180.95 – Audit Purposes - Work Completed as of March 1 2017. [Breakdown: \$648.00 – Waterline Installation for Coffee Bar for Coffee Maker, and \$1,532.95 – Relocation of two (2) HVAC thermostats] - Note: Original Contingency Allowance Amount in Bid Package was \$ 50,000. The remaining balance with this paid expense will be: \$ 33,029.37
 4. Approval – Proposed Change Orders - # 17, #18, and #19 – General Contingency Bid Package Amount - Totaling: \$20, 087.17 [Breakdown: #17- Painting of the Staff Corridor, Main Meeting Room, and Corridor into Staff Work Room (\$7,517.40); #18 – Carpeting for Staff Corridor, Main Meeting Room, and Corridor into Staff Work Room (\$ 11,576.80); #19 – Lever Keypad Lock for Staff Work Room (\$992.97).] – Note: The General Contingency Allowance Amount Bid Package is \$50,000. Once this proposed change order is approved by Board and Kluber the remaining contingency amount when final invoice paid will be: \$ 12,942.20.

- c. Approval – Kluber Architects and Engineers Basic Services Contract – \$ 3,950 – LED Lighting Replacement for Library Parking Lot and Driveway Basic Services (*Scope of Work: Construction Documents, Bidding Negotiation Phase and Construction Administration Phase*)- 2015 Kluber / Messenger Library Facility Operations Maintenance Project Plan.
- d. Approval – Expenditure of up to \$27,000 - Dell Computer Order – New Staff Office and Public Service Desks Computers (Laptops/CPUs). Quote Amount - \$ 26,835.38. *Source of funding for expenditure per Board approval is a portion of the Property Replacement Refund Funds and Village Impact Fee Payments (Received: \$ 43,494.15 in FY 2017 as of March 1, 2017)*
- e. Approval – Sikich Technology LLC – Service Contract \$ 16,991.10 – Deployment of Staff Offices and Public Service Desk Computer – West Wing Renovation Project – *Source of funding for expenditure per Board approval is a portion of the Property Replacement Refund Funds and Village Impact Fee Payments (Received: \$ 43,494.15 in FY 2017 as of March 1, 2017)*
- f. Approval – Expenditure of up to \$ 3,000 – Library Employee Appreciation and Incentive Bonus Distribution – Completion of West Wing Renovation Project
- g. Library Administrator’s Annual Evaluation - Distribute Forms – Discuss Protocol & Process – Board April for April 13th Close Executive Session

XII. Trustee Comments

XIII. Adjournment

)(Upcoming Committee and Board Meetings:)(

- **Thursday, March 20, 2017 – Committee of the Whole Planning Meeting – FY 2018 Budget**
 - **Thursday April 13, 2017 – Regular Library Board of Trustee Meeting**
- **Thursday, April 23, 2017 – Committee of the Whole Planning Meeting – FY 2018 Budget**