

**MESSENGER PUBLIC LIBRARY OF NORTH AURORA
BOARD OF TRUSTEES MEETING MINUTES
September 8, 2016
Messenger Public Library Conference Room**

Call to Order:

President Treest called the meeting of the Messenger Public Library of North Aurora Board of Trustees to order at 7:00 p.m.

Roll Call: Attending: President Marguerite Treest, Secretary Bill Middleton, Vice President Mary Beth Hutches, Trustee Corinn Sparks and Trustee Jim Hicks. Absent: Treasurer Tanya Berley & Trustee Justin Kline. Trustee Kline arrived after roll call was taken.

Members of the public in attendance: Chris Hansen of Kluber Architects & Engineers and staff members Jessie Affelder and Michelle Kurczak.

Additions and changes to the Agenda: Administrator Davis indicated that there would be no representatives from Interiors for Business at the meeting.

West Wing Renovation Project; Kluber Architects & Engineers-Presentation/Review of Bids and Bid Contracts: Chris Hansen, AIA, NCARB Vice President

Mr. Chris Hansen of Kluber Architects & Engineers indicated that 15 bids were presented at the bid opening on August 18th. Mr. Hansen indicated this was the highest number he had seen in his career for a project this size. He was very pleased and indicated the Library Administration and Board timing of this project was perfect.

Mr. Hansen informed Board members of his recommendation that the base bid and alternate bid project be awarded to L.J. Morse based on calculated bid proposals.

Mr. Hansen indicated that any contingency funds remaining from the project would be retained in the library budget.

Secretary Middleton inquired as to whether or not low voltage was included in the basic bid. Mr. Hansen indicated it was not. Secretary Middleton also inquired as to whether or not the second lowest bidder should be considered for the renovation project as well. Mr. Hansen indicated it was his opinion that L.J. Morse would be the best fit based also on the previous work done on the Youth Services Renovation Project.

Mr. Hansen recommended to the Board that the lowest bidder be used for the West Wing Renovation Project.

Board Approval-West Wing Renovation Project-\$ 510,000 L.J. Morse Construction Company-Base Bid/Contract-Reserve Fund for Capital Improvements & Project

Secretary Middleton motioned to Approve-West Wing Renovation Project-\$510,000 L.J. Morse Construction Company-Base Bid/Contract-Reserve Fund for Capital Improvements & Project as presented. Seconded by Vice President Hutches. Roll Call Vote. Ayes: (5) Five: Trustee President Treest, Secretary Middleton, Vice President Hutches, Trustee Sparks and Trustee Hicks. Nays: None . Absent: (2) Treasurer Berley & Trustee Kline. All in favor. Motion carried.

Board Approval-West Wing Renovation Project-\$ 63,200 L.J. Morse Construction – Alternate Bid Project/Contract No. 1-Northwest Porch Buildout

Vice President Hutches motioned to Approve-West Wing Renovation Project-\$63,200 L.J. Morse Construction-Alternate Bid Project/Contract No. 1-Northwest Porch Buildout as presented. Seconded by Secretary Middleton. Roll Call Vote. Ayes: (5) Five: Trustee President Treest, Secretary Middleton, Vice President Hutches, Trustee Sparks and Trustee Hicks. Nays: None. Absent: (2) Treasurer Berley and Trustee Kline. All in favor. Motion carried.

At this time Mr. Hansen presented the contracts for Administrator Davis to sign. Mr. Hansen also informed Board members that the work should begin in approximately 10 business days once the contractor received the signed contracts.

Administrator Davis and Mr. Hansen informed the Board members that the final quote for furniture with Interiors For Business had not yet been received and that there may be a slight increase in the price of materials due to some last minute changes in requests from management staff members.

Administrator Davis and Mr. Hansen also requested that a meeting of the Board members be scheduled on September 22nd to review this contract.

Trustee President Treest inquired as to whether or not the Board members would see furniture samples. Mr. Hansen indicated he could provide and Administrator Davis also presented the Board members with drawings and samples from previous presentations from Kluber Architects in regards to the West Wing Renovation Project.

There were no additional questions placed before Administrator Davis or Mr. Hansen at this time.

The Board members thanked Mr. Hansen for his time and presentation.

Approval of the August 11, 2016 Regular Board Meeting Minutes

The members of the Board reviewed the Minutes for August 11, 2016 Regular Library Board Meeting. President Trustee Treest asked for deletions or corrections.

There were no requests for deletions or corrections to the August 11, 2016 Regular Board Meeting Minutes.

Trustee Sparks motioned to approve the August 11, 2016 Regular Board Meeting Minutes. Seconded by Trustee Hicks. All in favor. Motion carried.

Public Comments: None

Treasurer's Report

In the absence of Treasurer Berley there was no public reporting of the Treasurer's report.

Secretary Middleton motioned to approve the Treasurer's report and file for audit as presented. Seconded by Trustee Sparks. All in favor. Motion carried.

Library Administrator's Report

Administrator Davis reviewed with the Library Board his report for the month of August

Administrator Davis reviewed the following items with Board members:

1. Reminded Board member of the Annual Trustee, Volunteer and Staff Brunch at the Lincoln Inn on Sunday, September 11th.
2. Reminded Board members that quarterly statistical reports were included in the Board packet for the month of August.
3. Reminded Board members that election petitions for candidates running for Board can begin to be circulated amongst residences starting on Tuesday, September 20th
4. Reminded Board members that a Committee of the Whole meeting would be requested to approve the furniture purchase for the West Wing Renovation Project on Thursday, September 22nd at 7:00pm.

There were no additional questions placed before the Library Administrator.

Library Department Head/Administrative Assistant Reports

Adult Services Department Head, Jessie Affelder, provided Board members with updates on upcoming Fall Programs. Ms. Affelder also reminded Board members that September is National Library Card Sign up month.

Ms. Affelder reported on the amount of hours that the volunteers provided for the Annual Book Sale and the success of this year's three day sale. Many people contributed a great deal of time to this effort and worthwhile cause.

Administrative Assistant Judy Jarvis reminded Board members of the upcoming Final Audit to take place beginning September 13th.

Report of the President

President Treest inquired as to the color scheme choices for the West Wing Renovation. Ms. Affelder indicated that a Prairie Style color palate was choice being considered for the Adult Services area of the Library.

Correspondence

Secretary Middleton read correspondence from staff member Mary Jo Jordan-Lassister thanking the staff for their kindness and compassion during the recent illness and passing of her mother.

Secretary Middleton read correspondence from patron Julie Bancroft in regards to the Preschool Story Time Program and what an invaluable program this is for the youngest patrons in the community. She had much praise for the Library Youth Department staff as well.

Reports of the Standing Committees: Did not meet

Operations Committee – Did not meet

Planning Committee of the Whole-Did not meet

Unfinished Business: None

New Business

Approval-West Wing Renovation Project-Hallet Movers (Moving Storing of Library Materials & Shifting of Library Collections) \$20,500-Reserve Fund for Capital Improvements and Project

Administrator Davis reviewed with Board members the document outlining the charges for Hallet Movers to assist with moving materials and shifting materials collections for storage for the West Wing Renovation Project.

Vice President Hutches motioned to Approve West Wing Renovation Project-Hallet Movers (Moving Storing of Library Materials & Shifting of Library Collections) \$20,500-Reserve Fund for Capital Improvements & Project as presented. Seconded by Secretary Middleton. Roll Call Vote. Ayes: (6) Trustee President Treest, Secretary Middleton, Vice President Hutches, Trustee Sparks, Trustee Hicks and Trustee Kline. Nays: None. Absent: (1) One: Treasurer Berley. All in favor. Motion carried.

Review-Dissolution of RAILS Library System ILLSAP- MAGIC Computer Consortium and Messenger Public Library Application for Membership in SWAN Computer Consortium {to be voted on at the October 13, 2016 Board Meeting}

Administrator Davis reviewed with Board members document outlining the upcoming changes to take place with the dissolution of the RAILS Library System ILLSAP MAGIC Computer Consortium and the Application for Membership in SWAN Computer Consortium.

Administrator Davis indicated that this would be an extensive undertaking for the Library and Library Staff as well in the next year into 2018 but it would be a positive move for the Library on the whole.

This would allow for more materials to be available to patrons and a greater number of libraries participating in the SWAN Consortium.

Administrator Davis indicated that most of the cost would come in the form of grants and the estimated that the ongoing annual costs for the Library to join we be at the high end \$34,000 and at the low end \$30,000. Per Administrator Davis the Library Budget would be able to sustain this cost.

Administrator Davis indicated that at the October 13, 2016 Board meeting this agenda item would be set for Board approval.

There were no further questions placed before the Library Administrator at this time.

Trustee Comments

President Treest: Thanked staff for all their work with all the projects and pre-renovation work at this time.

Trustee Secretary Middleton: Impressed with the volume of materials being checked out by patrons and thanked staff for all the work that they do for the Library and the Library patrons.

Treasurer Berley: None (Absent)

Vice President Hutches: None

Trustee Kline: None

Trustee Sparks: Excited that the library and the school district now share patrons thru the intergovernmental agreement for the School Library Card Program

Trustee Hicks: Commented that he is very excited that he can now see clearly without eyeglasses due to recent cataract surgery.

Adjournment of Regular Meeting

Secretary Middleton motioned to adjourn the September 8, 2016 Regular Board meeting. Seconded by Trustee Hicks. All in favor. Motion carried.

The Regular Board Meeting adjourned at 8:11p.m.