



**Messenger Public Library Board of Trustees | Meeting Agenda**  
**Thursday, October 12, 2017 | 7:00 p.m. | Library Conference Room \* REVISED**

- I. Call to Order/Roll Call
- II. Additions or changes to the Agenda
- III. Facility Maintenance Projects Updates - Presentation / Project Overview:  
*Chris Hansen, Vice President/Architect - Kluber Architects and Engineers*
  - a. Update and Revision of May 2015 Facilities Maintenance Operations Plan (*FOMP*)
  - b. HVAC System Four Roof Top Unit (RTU) Replacement Contract Proposal (*Approval Item under New Business*)
- IV. Approval of Meeting Minutes
  - a. Board Meeting Minutes September 14, 2017
  - b. Closed Meeting Minutes September 14, 2017
- V. Public Comments
- VI. Treasurer's Report
- VII. Library Administrator and Departmental Reports
  - a. Library Administrator's Report
  - b. Administrative Assistant's Report
  - c. Other Departmental Reports
- VIII. Communications
  - a. Library Board President
  - b. Correspondence
- IX. Committee of the Whole Reports
- X. Unfinished Business
- XI. New Business
  - a. Approval - \$ 24,900 [*Plus up to \$350 of reimbursable expenses*]- Kluber Architects & Engineers - Basic Services Contract - HVAC System Roof Top Units (RTU) Replacement Contract Proposal
  - b. Approve – Board Expenses – Trustee Secretary Corrin Sparks Registration for Library Trustee Day Illinois Library Association Convention Tinley Park Convention Center - October 12, 2017 - \$ 175.
  - c. Approval - \$ 35,671.99 – West Wing Renovation Project - Final Pay Application #8 – L.J. Morse Construction Co. - Paid from Reserve Fund.
  - d. Approval - \$ 4,500 – Facilities Maintenance Operations Plan Revisions – Kluber Architects – Paid from Reserve Fund
  - e. Approval - \$ 500.00 – Parking Lot LED Lighting Replacement Project – Construction Administration - Kluber Architects – Paid from Reserve Fund.
  - f. Approve – Resolution 12-2017 - Transfer of Funds from Reserve Fund to Checking Account: \$50, 199 West Wing Renovation, furniture purchases, and Misc. items (*June 1 to September 30, 2017 Expenses*)
  - g. \* Approve – Resolution 13- 2017 and Resolution 14– 2017 - Levy Document for Tax Year 2018 and .02 Maintenance Tax Levy Document
  - h. Review – Per Capita Grant FY 2018 Application Requirement- Trustees Discussion - Chapters 1 through 5 - *The Illinois Library Trustee Fact File*
  - i. Review – 2018 Insurance Benefits Program – LIMRICC Pool – Assurance Agency – BlueCross Blue Shield
- XII. Trustee Comments
- XIII. Closed Session Meeting of Board  
*Adjournment of Regular Session to Open Closed Session to discuss:*
  - a. Employee Matters - Illinois Open Meeting Act: ILCS 120/2 (c) (1)*Return to Open Session Following Adjournment of Closed Session*
- XIV. Adjournment of Regular Library Board Meeting