

Agenda Item #4 (a)

**Board of Trustees
Minutes of Meeting
Douglass Branch Library
October 18, 2007**

1. The meeting was called to order at 5:38 p.m. by Vice President Funderburg.
2. Members Present: Rusty Freeland, Rochelle Funderburg, Sandra Jones, Michael La Due, Minnie Pearson, Robert Shierry, and Michael Smeltzer

Members Absent: Russell Dankert and Beth Sandore Namachchivaya

Library Staff Present: Marsha Grove, Mary Bissey, Amy Al-Shabibi, Jill Bouvet, Stephanie Edwards, Essie Harris, Kristina Hoerner, Debbie Keith, Elizabeth Otto, and Donna Pittman

Visitors Present: Jean Peters, *League of Women Voters* and Caroline Nappo and Hana Field, *student observers*
3. Approve the Revised Agenda:
 - A revised agenda was distributed to add the Introduction of New Children's Services Manager and the Douglass Branch as the Board's meeting place on December 13.
 - MOTION by Jones to approve the revised agenda as presented; seconded by Smeltzer. All: Aye.
 - a. Introduction of New Children's Services Manager:
 - Grove was pleased to introduced Stephanie Edwards, the new Children's Services Manager. Edwards has been on staff as a Children's Librarian for two years and was named Interim Children's Services Manager in June.
4. Approve the Minutes:
 - a. Regular Meeting Minutes of September 20, 2007
 - b. Policy Committee Meeting Minutes of September 27, 2007
 - MOTION by Jones to approve the regular meeting minutes of September 20, 2007 as presented; seconded by La Due. All: Aye.
 - Freeland arrived at 5:50 p.m.
 - After lengthy discussion, it was decided that the Policy Committee meeting minutes would be reviewed and tabled for next month.

5. Main Library Project Update:

a. Request for Disbursement from the City of Champaign (Expense Report 088):

- MOTION by Shierry to approve Expense Report 088 which is a combined request for RBJ, Inc.; PKD, Inc.; Felmley-Dickerson Co., Otto Baum Co. Inc.; Illini Glass Solutions; Commercial Flooring; McDaniel Fire Systems; A & R Mechanical Contractors, Inc.; Coleman Electrical Service, Inc.; AT & T; Do It Best Hardware; Exile on Main Street; All Brands; Classic Granite and Marble; Record Systems, Inc. and Lorenz Wholesale Co. for work completed in the amount of \$780,746.78 as presented; seconded by Jones. All: Aye.

b. Digital Communications Equipment – New Library Building:

- MOTION by Smeltzer to approve the request of \$35,060.50 to expand the existing phone system in the new building as presented; seconded by Shierry.

c. Relocation Change Order:

- Grove explained that she knew this change order would be coming once we knew how many opening day collection items we would have. The change order of \$21,890 from National Library Relocations, Inc. includes the cost to shelve, shift and interfile the 36,482 items ordered for the opening day collection.
- Freeland stated that if we were going to be closed from December 10 – January 6, this represents some small fraction of what gets reshelfed every week.
- Grove explained that during the time we are closed, staff will have various kinds of training and this is would be a lot more shifting of materials than we would normally have.
- Jones suggested that the vendor be contacted to request a discount or partial fee waived as a donation.
- Discussion followed on how many books we currently shelve and the cost of the moving company reshelfing the books.
- Funderburg mentioned that she had never dealt with a change order that was 90% of the original bid. It does not seem like a change order, it seems like a separate contract.
- Freeland stated that circulation in the month of September was 72,038, divided by four is less than 20,000.
- Smeltzer mentioned that it was about two weeks worth of shelving.
- MOTION by Funderburg to table this item pending further information until the next meeting, seconded by Pearson.
- After the motion was made, the Board continued to discuss the issue.
- Shierry stated that it will take our staff more time because they will have to move the collection around.
- Smeltzer stated that 22 page staff at 20 hours a week for two weeks is 880 page hours times their wage, is still less than \$21,000.

- La Due asked if this item is tabled, would there be any new negotiations with National Library Relocations, Inc.
 - Grove stated that we can try.
 - Jones asked that they provide what their calculations are based on.
 - Grove stated that she understands that the Library Board would like staff to shelve them and she would like the answer tonight so we may begin to make plans.
 - Pearson stated that everyone agrees that it is a lot of money.
 - Funderburg withdrew the motion to table this item.
 - MOTION by Funderburg to reject the Relocation Change Order, seconded by Shierry. All: Two opposed, - vote is 4-2 in favor of rejecting this change order.
- d. Computer Equipment Purchase:
- Grove explained that this is request is for \$238,870 which includes \$66,600 for 70 public computers, \$39,960 for staff computers (17 new and 25 replacement), \$56,000 for 13 switches, \$23,700 for WiFi equipment and an additional \$52,610 for online computer catalog stations in the new building.
 - MOTION by Funderburg to approve this request for \$238,870 as presented; seconded by La Due. All: Aye.
- e. Contractor Retainage Reduction Clarification #1: Coleman Electrical Service, Inc.
Contractor Retainage Reduction Clarification #2: McDaniel Fire Systems, Inc.
- Coleman Electrical Service, Inc. and McDaniel Fire Systems, Inc. have requested that their retainage be reduced from 10% to 5%. PKD has recommended that the library comply with these requests.
 - MOTION by Shierry to approve both of the retainage reduction requests as presented; seconded by Jones. All: Aye.
- f. Demolition Bid Approval:
- Stilger distributed the information about Bid Item #18 – Demolition & backfill Contractor bids received at the bid opening today. Stilger explained that the lowest bidder was DEM/EX Group at \$70,500 which was three times less than the next bid. Stilger will contact the company to obtain further information, references and discuss the project schedule.
 - Discussion followed on timing of the project.
 - MOTION by Smeltzer to approve DEM/EX Group as the lowest bidder pending recommendation and answers from PKD to the Building Committee and Grove to proceed after complete review with DEM/EX Group as discussed; seconded by Jones. All: Aye: Smeltzer, Jones, La Due, Shierry and Pearson. Freeland and Funderburg abstain from voting due to conflict of interest.

- Stilger requested permission that if DEM/EX Group should have issues that cannot be resolved, could he contact the next lowest bidder.
- Freeland stated that the City Legal Department would be contacted for the permission to reject the bid.
- Grove had hoped to announce an opening date of January 6 but cannot confirm that for several more weeks.
- Stilger explained that the duration of demolition will be 40 days. The elevator has to be certified which may be delayed due to the State of Illinois taking over certifications.
- Freeland suggested having the next board meeting at an earlier date and asked that Stilger and Dorsey be present to discuss the delay of the project.

6. Financial Reports:

a. Approve “Check Register” and “Handwritten Checks” for September 2007:

- MOTION by Jones to approve checks for September 2007 totaling \$382,784.81 as presented; seconded by Funderburg. All: Aye.

b. 2007-2008 Financial Statements:

- MOTION by Jones to accept the financial statements as presented; seconded by Pearson. All: Aye.

c. Fund 24 Financial Review:

- No action required.

7. Policies Approval:

- Funderburg, on behalf of the Policy Committee, recommends approval of the Art Collection Acquisition Policy, Meeting Room Policy, and Rules of Conduct Policy at this time. No motion is required.
- Grove explained that one small change was made to the current Food and Beverage policy which states allowing food only in designated meeting rooms.
- MOTION by Funderburg to approve the Food and Beverage policy as amended, seconded by Jones. All: Aye.
- Jones shared some concerns about the Art Collection Acquisition Policy. Freeland noted that the recommendation from the Policy Committee was that the first paragraph only be adopted. An Art Collection committee would be appointed. When the committee is formed, criteria would be established and they would bring the policy to the Board for approval.
- MOTION by Funderburg to approve the Art Collection Acquisition Policy with only the first paragraph (removing all other bullet points) on the policy and adding the Library Director as ex officio as discussed, seconded by Jones. Vote: Six: Aye, Opposed: La Due.
- It was decided that the Art Committee would be appointed and recommendations from the committee will be brought to the Board for consideration.

8. Surplus Property:

- MOTION by Funderburg to approve the 33 white shelving units as Surplus Property as presented; seconded by Pearson. All: Aye.

9. Biannual Review of Closes Sessions:

- Roll call vote taken.
- MOTION by Funderburg to accept the release of the Closed Session minutes as indicated from review by Jones; seconded by Pearson. All: Aye.

10. Correspondence and Communications:

- Photo of vase from the Burnham Library: (From September 20, 2007 minutes: Grove mentioned that she received a letter from an attorney in Collinsville, IL who received a vase from Mr. Wiley. Mr. Wiley worked at the Champaign Public Library in the 1920's. When he left employment, the Library Director gave him a vase that sat on the front desk. We now have the vase because his attorney thought the library should have it.)

11. Comments from the Audience:

- Caroline Nappo, graduate student, suggested that we contact student organizations on campus to help shelve books during the move.

12. Director's Report:

- Grove distributed her report and said the building looks fabulous. The next challenge is to decide what the opening day will be.
- Grove announced that the library has received a \$100,000 LSTA grant for a community-wide reading program to begin in February 2008. We will partner with Urbana Free Library, Parkland College, University of Illinois, Unit 4, the News-Gazette, and others. The books will revolve around heroes.
- Grove attended the ILA conference held in Springfield. During opening session, Michael Stevens, who teaches Library Science at Dominican University, was talking about the great technology happening in libraries now. At that moment, our trading cards were highlighted.
- Grove mentioned that the contingency fund is going well. The approval of the Demolition has \$450,000 budget so excess funds can be utilized if we need them.
- Freeland mentioned that Grove and he met with Richard Schnuer, Dorothy David to discuss tax assessments that the Council will address next week. There was a report that the library had its own levy. There is an intergovernmental agreement keeping the rate at a certain percentage. The City wanted to let us know that the Council is challenging City staff to come up with financial policies that are stated to help explain how surplus money can be used for capital or other expenditures. It is a good idea for the Library Board to do to develop polices and bring before the Board for approval before the next budget cycle. Having financial policies in place would help maintain reserves for future parking, possible branches, etc.

13. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Shierry reported that there is an upcoming luncheon and also a party for contributors.

b. Friends of the Champaign Public Library:

- No report.

c. Lincoln Trail Library System:

- No report.

d. Douglass Branch Advisory Committee:

- No report.

14. Comments from the Board:

- Grove mentioned that Joe Hooker at City Legal has been contacted regarding issues with PKD suggesting possible additional charges. Hooker will review their contract.
- Freeland commented that the Annual Report looked very impressive and professional. The Board concurred.
- Funderburg stated that it is amazing how many people visit the library and staff is still pleasant.
- Freeland suggested moving the Board meeting to November 8 for issues related to notifying the moving company.

15. Next Meetings or Events:

- Regular Meeting, Thursday, November 15, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, December 13, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, January 17, 2008, 5:30 p.m., Julia F. Burnham 3rd Flr. Conf. Room

16. Adjournment:

- The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Minnie Pearson, Secretary

Jill Bouvet, Recorder