

Agenda Item #4 (b)

**Board of Trustees
Minutes of Meeting
Douglass Branch Library
November 8, 2007**

1. The meeting was called to order at 5:35 p.m.
2. Members Present: Russell Dankert, Rusty Freeland, Rochelle Funderburg, Michael La Due, Minnie Pearson, Beth Sandore Namachchivaya, Robert Shierry, Michael Smeltzer and Sandra Jones.

Library Staff present: Marsha Grove, Mary Bissey, Elizabeth Otto, Amy Al-Shabibi, Essie Harris, Deborah Keith, Elizabeth Otto, Donna Pittman, Stephanie Edwards, Kristina Hoerner, and Susan Lerner

Visitors Present: Mike Stilger and Pat Dorsey, *PKD, Inc.*; Jan Ison and Joe Sciacca, *LTLS*
3. Approve the Agenda:
 - Motion made by Pearson to approve the agenda; seconded by La Due. All: aye.
4. Approve the Minutes:
 - a. Regular Minutes of Meeting October 18, 2007
 - b. Amended Policy Committee Meeting Minutes September 27, 2007
 - Motion by Pearson to approve the regular meeting minutes of October 18 and Amended Policy Committee meeting minutes of September 27; seconded by La Due. All: aye
5. Main Library Project Update:
 - a. Request for Disbursement from the City of Champaign (Expense Report 089)

MOTION by Shierry to approve Expense Report 089 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; T.A. Brinkoetter & Sons; A & R Mechanical Contractors, Inc.; Coleman Electrical Service, Inc.; Minnesota/Wisconsin Playground; AT & T; Bundy Business Machines; Exile on Main Street; Barbeck Communications; Print & Finishing Solutions; RSC Equipment Rental; Gemini Computers.com; Library Furniture International; Glass FX; and E-Vanced Solutions in the amount of \$730,506.98 as revised; seconded by La Due. All: Aye.
 - b. Project Progress Report Pat Dorsey:
 - Dorsey gave a status report indicating the project is rapidly moving towards occupancy. He reviewed most of the project areas in terms where they are in the completion process. This included each of the floors, fire alarms, etc., elevators, punchlists, and finishes. Dorsey noted “substantial completion” is when warranties go into effect. He reviewed the work

being done to accommodate the needs of the party to be held 12/8/07.

Sandy Jones arrived.

- Dorsey reported the bamboo flooring will not be completed in new entry in order to accommodate moving. After the move is complete, it will take two weeks to complete the flooring. The anticipated completion date of the pavilion is December 21, 2007. The café portion due to the dimensions of the room and the cabinetry required.
- The planned opening date of January 6, 2008 stands.
- Dorsey discussed the demolition contract of the current building and that he is most concerned about the low bidder possibly getting a court injunction preventing Brandenburg signing the contract. Therefore, this process is being expedited. He also reviewed the order of demolition of the old building.
- Dorsey then discussed the delay Williams Brothers affected on project of superstructure, pushing the schedule back four months. The library paid contractors \$20,000 for storage issues. PKD is planning on requesting a change order to their contract to recoup their costs of staff and supervision. Then PKD will assist the library to recoup funds from Williams Brothers. He commented Williams Brothers produced recovery schedules and never met any of them and that PKD has excellent documentation of this time period. The library has \$500,000 of retainage from Williams Brothers. Williams Brothers has requested a reduction of this, but the library denied the request.

c. Resolution for Private Parties:

- After discussion, the wording was slightly changed.

d. Surplus Property:

- Motion by Funderburg to accept surplus property resolution; seconded by La Due. All: Aye.

e. Surplus Property:

- Motion by Funderburg to accept surplus property resolution; seconded by La Due. All: Aye.

6. Financial Reports:

a. Approve check register and handwritten checks for October 2007:

- Motion by Shierry to approve checks; seconded by Smeltzer. All: Aye.

b. 2007-2008 financial statements:

- Motion to accept 2007-2008 financial statements by Funderburg; seconded by Pearson. All: Aye.

c. Fund 24 Financial Review:

- The Foundation paid \$1,000,000 to the City.

7. 2008 Holiday Schedule for Library:
 - Motion by Jones to accept the 2008 Holiday Schedule as presented; seconded by Pearson. All: Aye
8. Demonstration of Library Thing and WorldCat (Joe Sciacca and Jan Ison, LTLS):
 - Ms. Ison and Mr. Sciacca demonstrated Library Thing and WorldCat.
9. Correspondence and Communications:
 - None discussed.
10. Comments from the audience:
 - None.
11. Directors report:
 - Grove commented this community is in for a major happening with the opening of the new building. The community is going to be delighted and so successful in this new building. She thanked the staff and board for all the hard work. What they are doing for the community is great! This project has been a great pleasure for her.
12. Committee and liaison reports:
 - a. CPL Foundation
 - Invitations for 1/5/08 event out soon.
 - b. Friends of the CPL:
 - Have not met this month. This weekend is their last large sale. Larry Damski took over the moving of the books this year and did a great job. Thanks to Beth for helping promote.
 - c. LTLS report:
 - Have not met this month.
 - d. DBL advisory committee:
 - Not enough members for quorum at last meeting.
14. Comments from the Board:
 - No comments.
15. Next meetings or events:
 - Next meeting is last meeting at DBL.
16. Adjournment
 - Meeting adjourned at 7:24 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Minnie Pearson, Secretary

Susan Lerner, Recorder