

Agenda Item #4 (a)

**Board of Trustees
Minutes of Meeting
Douglass Branch Library
December 13, 2007**

1. The meeting was called to order at 5:32 p.m.

Members Present: Russell Dankert, Rusty Freeland, Rochelle Funderburg, Minnie Pearson, Beth Sandore, Robert Shierry, and Michael Smeltzer

Members Absent: Sandra Jones and Michael La Due

Library Staff present: Marsha Grove, Mary Bissey, Jill Bouvet, Deborah Keith, and Donna Pittman

Visitors Present: Mike Stilger and Pat Dorsey, *PKD, Inc.*; Fred Stavins and Joe Hooker, *City Legal Department*; Ryan Phipps, *Williams Brothers Construction*; and Jean Peters, *League of Women Voters*

2. Approve the Agenda:

- Freeland noted that under item #3 (a) the word Possible should be changed to Probable regarding litigation. There was also an added item #5 (d) to discuss the New Library Grand Opening.
- MOTION by Shierry to approve the revised agenda; seconded by Dankert. All: aye.

3. Closed Session: Probable or Potential Litigation:

- MOTION by Funderburg to enter into a closed session for probable or potential Litigation as an action, against the particular public body that is probable or imminent; as authorized by 5 ILCS 120/2 (c) (11), seconded by Smeltzer. All: Aye.
- The Board entered closed session at 5:35 p.m.
- Roll call vote was taken.
- Board members Dankert, Freeland, Pearson, Shierry, and Smeltzer were present along with Fred Stavins, and Joe Hooker from the City's Legal Department, Marsha Grove, Mary Bissey, Donna Pittman and Jill Bouvet.

Sandore arrived at 5:40 p.m.

Funderburg left at 5:57 p.m.

- MOTION by Dankert to return to open session, seconded by Pearson. All: Aye.
- The Board returned to open session at 6:00 p.m.

4. Approve the Minutes:

- a. Special Board Meeting November 2, 2007
 - b. Regular Meeting Minutes November 8, 2007
- Motion by Pearson to approve the regular meeting minutes of November 2, 2007 and the Regular meeting minutes of November 8, 2007; seconded by Smeltzer. All: aye

5. Main Library Project Update:

a. Request for Disbursement from the City of Champaign (Expense Report 090)

MOTION by Shierry to approve Expense Report 090 which is a combined request for RBJ, Inc.; PKD, Inc.; Felmley-Dickerson Co.; Otto Baum Co, Inc.; Illini Glass Solutions: Otis Elevator; Commercial Flooring; McDaniel Fire Systems; T.A. Brinkoetter & Sons; A & R Mechanical Contractors, Inc.; Al Trieber Associates; Digital Communications; Federal Licensing, Inc.; Bow-Dacious String Band, Business Office Systems; CDW-G; Dean's Blueprint; Dell Marketing; David Howie; Hannah Leskosky; Rocky Maffit; Tri-Color Locksmiths; Vital Education; AT & T; Exile on Main Street; Gaylord Bros.; Library Furniture International; and Menards in the amount of \$1,463,980.90 as presented; seconded by Dankert. All: Aye.

b. Contractor Retainage Reduction Request:

- MOTION by Dankert to approve the retainage reduction request for T. A. Brinkoetter and Sons as presented; seconded by Smeltzer.

Contractor Retainage Reduction Request: Williams Brothers

- Joe Hooker, City Legal Department explained that the request indicates reducing Williams Brothers retainage to 5% but there are additional issues with Williams pertaining to Manley Excavation, Inc. Manley, who was a subcontractor of Williams Brothers, is involved in a lawsuit disputing money owed for work they performed on the project.
 - Hooker stated that the motion for Williams to reduce the retainage should be for 5% of the value of work performed to date plus an additional sum of \$55,000 to cover potential payment on the lien that has been filed by Manley Excavation, Inc. This claim could be dismissed or reduced.
 - Freeland asked if this addressed the claims for the delay. Hooker stated that they are working on a final figure with PKD but it should more than cover that. The library would be protected for any claims for delay that would be able to be made against Williams.
 - Hooker stated that because they are at the point of substantial completion, we are entitled to obtain additional amounts if we think there are additional costs incurred because of their lack of performance. Hooker stated they believe the 5% would cover that.
 - Dorsey explained that they are 97% complete at this time.
 - MOTION by Shierry to approve the reduction of Williams Brothers retainage to 5% of work completed to date plus an additional \$55,000 as discussed, seconded by Pearson. All: Aye.
- c. PKD Change Order #3:
- Hooker explained that he will continue to confer with PKD to work out the confusion on the contract language and try to develop a clear understanding as to what is attributable to Williams Brothers as far as any added costs for construction management services. There

has been no final resolution that that. A meeting will be held with PKD early next week to sort out the issues and come to a resolution relatively soon. This item will be discussed at the January Board meeting.

d. New Building Grand Opening (Russell Dankert):

- Dankert and Pearson met with Pittman and Otto and discussed the grand opening. No ribbon cutting is planned but the plan is for the three organizations that are part of this project will all check out books. Staff and the Board members line up at the checkout desk and while the band plays, everyone claps as people enter the building. Pittman has contacted the Police Department for traffic control. All staff will wear black and white to stand out. The News-Gazette will publish a six or seven page spread for Sunday's paper. Everything is coming together and we look forward to this day.

6. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for November 2007:

- Motion by Pearson to approve checks in the amount of \$595,481.44; seconded by Smeltzer. All: Aye.

b. 2007-2008 financial statements:

- Motion by Dankert to accept 2007-2008 financial statements; seconded by Sandore. All: Aye.

c. Fund 24 Financial Review:

- No action required.

7. Correspondence and Communications:

- Grove reported that our architect, Carol Ross Barney, has a new book out and will provide one for the library's collection.

8. Comments from the audience:

- None.

9. Directors report:

- Grove reported that the movers arrived on Sunday when they built a ramp for the move which started on Monday. It has been going well and they hope to be finished by Friday.
- Grove mentioned that professional photographs will be taken and appear in Library Journal in December 2008.
- Grove mentioned that the December 8 private party was wonderful with 250 people in attendance despite the icy weather. Everyone was highly complementary on the building.

10. Committee and liaison reports:

a. CPL Foundation:

- Pittman invited the Board to the preview party for donors on the evening December 5. At

least 200 people are expected to attend. The donor wall will be unveiled. Donations are still being accepted for the donor wall with a minimum gift of \$10,000.

b. Friends of the CPL:

- Pittman reported that the Friends are working on plans for the Friendship which will be open during grand opening day and every Sunday thereafter.

c. LTLS report:

- Dankert reported that they are putting new lights and a new ceiling in at LTLS.

d. DBL advisory committee:

- No report at this time. The Douglass staff will fully participate in the grand opening on January 6.

11. Comments from the Board:

- Freeland proposed to change the January Board meeting date to January 24.

12. Next meetings or events:

- Next meeting is last meeting at DBL.

13. Adjournment

- Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Minnie Pearson, Secretary

Jill Bouvet, Recorder