

Agenda Item #4 (a)

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

1. The meeting was called to order at 5:39 p.m. by Vice-President Funderburg.
2. Members Present: Jeff Baker, Russell Dankert, Rusty Freeland, Rochelle Funderburg, Sandra Jones, Paula Kaufman, Michael La Due, Minnie Pearson, and Robert Shierry

Member Absent: None.

Library Staff Present: Marsha Grove, Mary Bissey, Jill Bouvet, Debbie Keith, Essie Harris, Kristina Hoerner, and Donna Pittman

Visitors Present: Carol Ross Barney, *Ross Barney Architects*; Monica Chadha, *Ross Barney Architects*; and Jean Peters, *League of Women Voters*
3. Approve the Agenda:
 - Grove requested an addition of cabinetry approval – work order #069 to the Main Library Project.
 - MOTION by Baker to approve the agenda as amended; seconded by Jones.
All: Aye.
4. Approve the Minutes:
 - MOTION by La Due to approve the Regular Meeting Minutes of December 14, 2006 as presented; seconded by Jones. All: Aye.
5. Main Library Project Update:
 - a. Project Update by Carol Ross Barney:
 - Carol Ross Barney of Ross Barney Architects announced that we are 50-60% through construction at this point. Things are going smoothly right now. Ross Barney explained that 44% of the construction contingency budget has been spent. Ross Barney stated the remainder should get us through to finish construction although there is no guarantee. Change orders are for things that are unknown and tend to be discovered early on. At this point, 75% of the shop drawings have been reviewed and most of the major things should have been discovered by now. Windows should arrive soon and the masonry is beautiful. Ross Barney introduced Monica Chadha who will help with furniture installation and general architecture for the new building.

b. Additional Furniture:

- Grove explained that a more furniture is requested in the amount of \$8,850.00. The request consists of adding arms to 16 lounge chairs, six round side tables, and one coffee table. Although Grove does not anticipate more furniture requests in the future, there is a balance of \$124,281.17 in the furniture contingency budget.
- MOTION by Jones to approve the additional furniture request in the amount of \$8,850.00 as presented; seconded Kaufman. All: Aye.

c. 3rd Floor Door and Cabinetry Approval:

- Grove explained that the request for the third floor door at \$10,925.00 was discussed in December. Ross Barney recommended with the exiting requirements, there was no other option of a gate or other device. The only way to reduce the cost of this price was to remove the electronics. Grove recommends to go with the door at \$10,925.00 to make the area secure.
 - Chadha explained that half the cost of the door is for the electronics that tie the door into the security system.
 - Discussion followed regarding the door and electronics to secure the area.
 - MOTION by Dankert to approve the third floor door with the associated security and electronic hardware as presented; seconded by Jones. All: Aye.
- Freeland arrived at 6:00 p.m.
 - Grove distributed construction work order #069 from PKD for a total of \$32,656.00 to add cabinetry in work areas.
 - MOTION by Jones to approve the additional cabinetry as presented; seconded by Kaufman. All: Aye.

d. Request for Disbursement from the City of Champaign (Expense Report 079):

- MOTION by Shierry to approve Expense Report 079 which is a combined request for RBJ, Inc.; PKD, Inc.; Cross Construction; Williams Brothers; Prairie States Steel; Felmley-Dickerson Co.; Otto Baum Co, Inc.; Advanced Wayne Cain & Sons Roofing; Illini Glass Solutions; McDaniel Fire Systems; T.A. Brinkoetter & Sons, Inc.; A & R Mechanical Contractors, Inc.; and Coleman Electrical Service, Inc.; for work completed in the amount of \$918,505.76 as presented; seconded by Kaufman. All: Aye.
- Grove explained that the Board has asked several times about claims that PKD will be asking Williams to pay because of delays in the project. Grove reported PKD has been notified that Otto Baum (who is the mason) put in overtime in the month of December for \$5,350.50. The other claim is from Felmley-Dickerson for three months of storage of the access floor (18 semi truckloads) for \$12,794.00. Grove stated that PKD has informed Williams Brothers Construction of the delays all along and will send these claims to them. Williams's retainage is about \$500,000 because they have a \$5 million dollar contract.

e. Relocation RFP:

- The draft RFP was presented. Grove has contacted Larry Krause, City Risk Manager, to discuss adding the City of Champaign as an additional insured. Krause will also add amounts for liability insurance. Grove explained that the movers would be asked to move all of the library materials, contents out of desks and offices, 16 lateral file cabinets for old files. The Construction budget is \$82,400.00. Grove is confident the bids will come in under budget.
- Freeland asked if it would make sense to get optional bids, bids after hours, or extended hours of work such as overnight.
- Grove will add that into the RFP. The vendors she has talked to do work on weekends. Grove has been told they could move the library in seven days and they would work weekends.
- Discussion followed on details of the move.
- Grove explained that we would give a longer loan period on materials and anticipate locating the Bookmobile in the parking lot for the days we are closed.
- Grove expects to be closed at least seven days to two weeks during the move to the new building.

6. Financial Reports:

a. Approve “Check Register” and “Handwritten Checks” for December 2006:

- MOTION by Kaufman to approve checks totaling \$553,772.089 as presented; seconded by La Due. All: Aye.
- Keith reported that there were three check runs and three payrolls in December.

b. 2006-2007 Financial Statements:

- MOTION by Jones to receive the financial statements as presented; seconded by La Due. All: Aye.

c. Fund 24 Financial Review:

- The report was distributed at the meeting. Keith reported that she spoke to Crowley regarding the Kresca property taxes regarding last month’s question and there was a payment of \$675.00 in May of 2006. The Board of Review property notices were recently received which showed \$0 listed as the reassessed value, which means we are now exempt and should receive no more bills.

7. Staff Handbook Updates: Organizational Structure and Organizational Chart:

a. Organization Chart – Douglass Branch Issues:

- Grove explained that at the December Board meeting, the Board had asked whom the Branch Manager reported. Documentation was requested from 2002 that Bissey located that indicated the new Library Director would be consulted regarding the issue.
- La Due explained that he had attended the March 27, 2002 meeting and will not support the organizational chart presented.
- Discussion followed on the history of this issue and the previous organizational charts.
- Freeland asked if since 2002 has the Douglass Branch Manager been reporting to the Library Director and has it been working?
- Grove replied yes.
- MOTION by Freeland to approve the organizational chart as presented labeled “new proposed chart” and approve the amendments to the employee staff handbook as presented; seconded by Kaufman. All Aye: Eight; All Opposed: one (La Due).

8. Progress Report: Five-Year Plan 2006-2011:

- Bissey reported that this semi-annual report highlights the progress that has been made. Construction progress and preparations are underway and staff is becoming excited and preparing for the move. There has been a wonderful response to fundraising, the new website is beautiful and circulation continues to grow.
- Freeland mentioned that once items are moved out of the building, it will still be full of shelving and furniture and wondered if items would be included in an RFP for salvage or be used in the City’s property sale.
- Grove replied that she would recommend declaring it surplus and notify City departments if they would want anything. We could also advertise through Lincoln Trail to other libraries. There will be a short window for people to pick up items.
- Freeland stated that a separate RFP for a salvage company to have someone pick it up.
- Discussion continued.
- Shierry suggested that it be included in the demolition contract.
- Grove agreed and preferred to have it all go for demolition.
- The Board decided that if anyone wants the items, they could work with the demolition contractor to obtain them.

9. Annual Review of Incident Reports:

- Bissey reported that in summary, the number of noisy and rowdy juveniles more than doubled but we do intervene with many middle school students. As we look at moving into a new building with two separate floors, we will need an additional part-time security staff member, which will be included in the budget plans this year.
- Discussion continued regarding incidents at libraries.

10. Correspondence and Communications:

- Letter from Linda Arends, Project READ Program Manager, updating their location, updating schedules and contacts (December 2006).
- Article from *The News-Gazette* entitled "Achievements" highlighting the Champaign Public Library's score of 855 in Hennen's American Public Library Ratings which is now in the 97th percentile of libraries nationwide (December 28, 2006).

11. Comments from the Audience:

- Jean Peters, League of Women Voters Representative, referred someone to the Champaign Public Library who commented that she would return because the staff was so nice and helpful. This person did not have the same experience elsewhere.

12. Director's Report:

- Grove mentioned that a Librarian II has left employment in the Children's department. The position was discussed and it has been lowered to a Library Associate because it is difficult to find librarians for part-time positions.
- Grove explained that there is \$300,000 allocated outside the construction budget for RFID and announced that the RFID tags and equipment would be purchased soon. Grove has investigated different pricing. Tech Logic is the only vendor providing the low price of \$.44 cents per tag. Tech Logic is supplying security gates, self-checkout, and now the RFID tags.
- Grove stated that 20 new computers would be purchased in the main library. Of those, 14 will be in Adult Services (public computers), six in Children's (public computers), ten for Douglass Branch which replaces four Gates computers and four Veicon stations (all public computers) and two for the staff area at Douglass. This will cost almost \$30,000. From the three bids obtained, HP won with the bid price of \$995.00 per computer. This will come out of the operating budget this year. Staff is thrilled to get rid of the old computers.
- Grove explained that Envisionware would assist patrons to sign up to reserve time on the public computers themselves, which requires a library card number.
- Grove explained that the Legal Department asked her to inform the Board that through an LSTA Business grant (which provides a lot of programming, web page information and speakers to provide public meetings), the library has invited its City Councilman Ken Pirok to speak. Grove explained that we will pay him and the Legal department has reviewed this and asked Grove to share this information with the Board.

- Grove reported that there was a Horizon update on January 9 from Lincoln Trail and everything went well.
- Grove distributed the budget for the upcoming Budget & Finance Committee meeting along with information on Open Meetings.
- Grove highlighted an article about Building Costs in the December 2006 Library Journal. Grove reviewed her memo attached to the article regarding building costs. PKD and Ross Barney both think the contingency is going well. Grove would like to discuss the \$1.6 million unallocated contingency for the opening day collection. We would need to bring this to the City Council. Grove explained that the preliminary budget meeting with Steve Carter, Richard Schnuer, and Paul Berg, which was very positive.
- Jones asked about GEMS training.
- Grove explained that we would not use GEMS for our operating budget starting in July.
- Keith explained that there were preliminary meetings and with the budget, their staff is very busy now.
- Freeland explained that a GEMS agreement he drafted was tabled for now.
- Discussion followed regarding the LSTA Business Grant.

13. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Shierry reported that the Foundation is within \$125,000 of meeting their goal. At the last meeting, it was discussed what to do with contributions if they exceed \$3 million which could go to the endowment or for artwork.
- Grove explained that she would be bringing forward policies about the privacy and confidentiality policy and an art policy to the policy committee soon.
- Shierry reported that the audit was reviewed with no problems.

b. Friends of the Champaign Public Library:

- Jones reported that the Friends are very interested in the web store coming up. Their Sunday hours will be earlier.

c. Lincoln Trail Library System:

- Funderburg explained that the budgets are flat. Local holds is still a main topic, which will be tested again and they have decided to create a committee to review the process.

d. Douglass Branch Advisory Committee:

- Pearson reported that the meeting is next week.

14. Comments from the Board:

- There were no comments.

15. Next Meetings or Events:

- Regular Meeting, Thursday, February 15, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, March 15, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, April 19, 2007, 5:30 p.m., Douglass Branch

16. Adjournment:

- Freeland declared the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Paula Kaufman, Secretary

Jill Bouvet, Recorder