

**Board of Trustees
Minutes of Meeting
Douglass Branch Library
July 26, 2007**

1. The meeting was called to order at 5:41 p.m. by President Freeland.

Members Present: Russell Dankert, Rusty Freeland, Rochelle Funderburg, Michael La Due, Minnie Pearson, and Michael Smeltzer

Members Absent: Robert Shierry, Sandra Jones, and Beth Sandore

Library Staff Present: Marsha Grove, Mary Bissey, Essie Harris, Debbie Keith, Susan Lerner, and Donna Pittman

Visitors Present: Tim Mininger & Mike Stilger, *PKD, Inc.*, and Jean Peters, *League of Women Voters*

2. Approve the Agenda:

- MOTION by Funderburg to approve the agenda as presented; seconded by La Due. All: Aye.

3. Approve the Minutes:

- MOTION by Pearson to approve the regular meeting minutes of June 22, 2007 as presented; seconded by La Due. All: Aye.

4. Main Library Project Update:

- a. Request for Disbursement from the City of Champaign (Expense Report 085):

- MOTION by Funderburg to approve Expense Report 85 which is a combined request for RBJ, Inc.; PKD, Inc.; Williams Bros.; Prairie States Steel; Felmley-Dickerson; Otto Baum Co, Inc.; Advanced/Wayne Cain Roofing; Illini Glass Solutions; Commercial Floor Covering; McDaniel Fire Systems; T.A. Brinkoetter & Sons, Inc.; A & R Mechanical Contractors, Inc.; Coleman Electrical Service, Inc.; Midwest Mailing and Shipping; and AT & T; for work completed in the amount of \$761,801.13 as presented; seconded by Pearson. All: Aye.

- b. CE Log Discussion/PKD, Inc.:

- Mike Stilger, Senior Project Manager, and Tim Mininger, Project Engineer, were introduced.
- Stilger presented the Change Estimate Log, the Contingency Spending report and the Budget Estimate Summary. He indicated the Contingency Spending report reflects all bids.

- Stilger noted the project needs an additional \$340,000 in contingency funds. Grove stated this will likely have to go to City Council for approval.
 - The group discussed the need for additional money for additional air conditioning for the Server Room. Architects are researching why this was not in original plans. Grove said group will have update at next meeting.
 - Stilger reported he will have more numbers to Grove and the Board in ten days.
 - Freeland commented if the project budget goes over, the money will be taken from Fund 24 where the levies are. However, that money may come out of the operating budget.
 - The Board requested that there be no more owner-requested change orders without Board approval.
 - This will be reviewed again next month.
- c. Reader Printer Proposals and Recommendation:
- MOTION by Dankert to approve the Reader Printer Proposal and Recommendation as presented; seconded by Smeltzer. Dankert, Freeland, La Due, Pearson, and Smeltzer: Aye. Funderburg: Nay
- d. Relocation Contract Approval:
- Contract sent back for statement of work and detailed schedules to be attached.
6. Financial Reports:
- a. Approve “Check Register” and “Handwritten Checks” for June 2007:
- MOTION by Pearson to approve checks for June 2007 totaling \$1,545,563.71 as presented; seconded by Funderburg. All: Aye.
 - Keith reported there was a large check for payroll and IMRF.
- b. 2006-2007 Financial Statements:
- Motion Funderburg to receive the financial statements as presented, seconded by Pearson. All: Aye.
- c. Fund 24 Financial Review:
- No action required.
7. Illinet/OCLC Services Program: Renewal Agreement, Fiscal Year 2008:
- MOTION by Funderburg to approve the governing member agreement; seconded by Pearson. All: Aye.
8. IPLAR (Illinois Public Library Annual Report) 2006-07:
- MOTION by Dankert to approve and submit the report to the Illinois State Library; seconded by Funderburg. All: Aye.

9. Election of Offices for 2007-2008:
 - Recommendation of slate by Dankert: President: Freeland, Vice President: Funderburg, Secretary: Pearson, and Treasurer: Jones.
 - MOTION by Dankert to recommend slate; seconded by La due. All: Aye
10. 2007 Output Measures Results:
 - Grove gave highlights of report. The turnover rate is a number reflecting if all materials are circulated the same amount of times. The national average is 2.84. CPL's is 6.97. We have the highest turnover rate in the nation of libraries in our category.
 - Freeland would like to see a library card campaign in conjunction with opening day activities to raise CPL's number over national average.
11. 2007 Accomplishments from Five Year Plan:
 - In the interest of time, this will be reviewed next month.
12. Correspondence and Communications:
 - None reviewed.
13. Comments from the Audience:
 - There were no comments.
14. Director's Report:
 - Grove reported that the process of replacing the bookmobile needs to start soon. She will provide more information. There is a fund with the City for the cost of replacement. It is back on the road for now.
 - Pittman reported the very popular Baby Boogie CD, which is given for free to all new parents in the area, has been redesigned. This was funded by the Friends of the Library. It will now be sold to raise money to support the hospital program. A copy of the CD was distributed to all Board members.
15. Committee and Liaison Reports:
 - a. Champaign Public Library Foundation:
 - Pittman reported three members are joining the board: Annette Lansford, JoAnn Henneman, and Marc Chagnon.
 - b. Friends of the Champaign Public Library:
 - No meeting this month.
 - c. Lincoln Trail Library System:
 - Funderburg reported Poly Talk won a national award at ALA and received a \$10,000 grant.

d. Douglass Branch Advisory Committee:

- La Due reported the Committee met yesterday and discussed purpose, history and constitution. The Committee is down a few members and will try to recruit another one. Terms are two consecutive years and members can only serve two terms.
- La Due reported on a trip to the area by the Tuskegee Airman. He would like to extend an invitation to them to visit the branch while they are in town. Tom Weissinger at the University of Illinois is the contact person for the visit.

16. Comments from the Board:

- Funderburg reported disappointment in PKD as project manager. She is used to a project manager or architect representing the owner's interests. She would like clarification of their role and responsibilities.

17. Next Meetings or Events:

- Regular Meeting, Thursday, August 16, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, September 20, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, October 18, 2007, 5:30 p.m., Douglass Branch

18. Adjournment:

- Freeland adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Paula Kaufman, Secretary

Susan Lerner, Recorder