

Agenda Item #4 (a)

**Board of Trustees
Minutes of Meeting
Douglass Branch Library
August 16, 2007**

1. The meeting was called to order at 5:42 p.m. by President Freeland.
2. Members Present: Rusty Freeland, Sandra Jones, Michael La Due, Michael Smeltzer, and Robert Shierry

Members Absent: Russell Dankert, Rochelle Funderburg, Minnie Pearson, and Beth Sandore Namachchivaya

Library Staff Present: Marsha Grove, Richard Atkins, Mary Bissey, Jill Bouvet, Brent Colclasure, Kristina Hoerner, Debbie Keith, and Donna Pittman

Visitors Present: Jean Peters, *League of Women Voters* and Joe Sciacca, *LTLS*
3. Approve the Agenda:
 - Grove requested that another contractor retainage item and a memo about the air conditioning for the server room be added to the new building update on the Agenda.
 - MOTION by Shierry to approve the agenda as revised; seconded by Jones. All: Aye.
 - Bissey introduced Brent Colclasure, new Security Manager, and Richard Atkins, new Security Officer for the library.
4. Approve the Minutes:
 - MOTION by Smeltzer to approve the regular meeting minutes of July 26, 2007 as presented; seconded by La Due. All: Aye.
5. Main Library Project Update:
 - a. Request for Disbursement from the City of Champaign (Expense Report 086):
 - MOTION by Shierry to approve Expense Report 86 which is a combined request for RBJ, Inc.; PKD, Inc.; Prairie States Steel; Felmley-Dickerson Co., Advanced/Wayne Cain Roofing; Illini Glass Solutions; Commercial Floor Covering, Inc.; McDaniel Fire Systems; T.A. Brinkoetter & Sons, Inc.; A & R Mechanical Contractors, Inc.; Coleman Electrical Service, Inc.; Tech Logic; AT & T; Wells Fargo Insurance Services; and Illinois EPA for work completed in the amount of \$840,850.93 as presented; seconded by Jones. All: Aye.

b. Contractor Retainage Reduction Request:

- The first request was in the packet for Prairie States Steel which requests a reduction from 10% to 5%. The second request distributed was for Felmley-Dickerson Co. for a request for reduction from 10% to 5%.
- MOTION by Jones to approve the two contractor retainage reduction requests as presented; seconded by Smeltzer. All: Aye.

c. Revised Relocation Contract Approval:

- Grove recommends approval of the contract to National Library Relocations, Inc. for \$26,467.
- Discussion followed regarding the amount of notice to provide the company prior to the move. Grove explained that at least 30 days was required for notification.
- MOTION by Smeltzer to approve the Relocation Contract as presented; seconded by La Due. All: Aye.

d. Server Room Air Conditioning Issue:

- Grove has obtained pricing for additional air conditioning and 23 additional data ports for the server room on 3rd floor of the new building.
- MOTION by Shierry to approve the \$33,325 (Option 2, less expensive plan) for a wall mounted unit as presented; seconded by Smeltzer. All: Aye.
- Grove explained that the Change Estimate Log provided by PKD shows that there is \$19,000 more than a few weeks ago. Some estimates came in lower than expected, which is good news.

6. Financial Reports:

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

- MOTION by Jones to approve checks for July 2007 totaling \$427,566.70 as presented; seconded by La Due. All: Aye.

b. 2006-2007 Financial Statements:

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

c. 2006-07 Library Savings:

- The library's 2006/07 savings is \$25,557 which was primarily in electrical utilities. Grove proposed that the savings be used for library materials and recommended the budget is amended as discussed.
- MOTION by Jones to approve the use of \$25,557 in savings for library materials as presented; seconded by La Due. All: Aye.

- d. Fund 24 Financial Review:
 - No action required.
7. 2007 Accomplishments from the Five Year Plan:
 - Bissey reported the increases in circulation, children's programming, program attendance, summer reading club participation, teen programs, and the \$3 million fund raising goal that was met. Staff accomplished and exceeded goals.
 - Shierry complimented library staff for a good job.
 - Freeland commented that it is good to see we are achieving goals and recommends that we start thinking about scheduling more strategic planning after the building is complete.
8. Correspondence and Communications:
 - Article from *The News-Gazette* entitled "Cloaked in Secrecy" with Nanette Donohue, Technical Services Manager, highlighting the release of the new Harry Potter novel (July 14, 2007).
9. Comments from the Audience:
 - There were no comments.
10. Director's Report:
 - Grove reported that she toured the building and it is beautiful. The wooden doors on the 3rd floor were installed although carpeting did not begin due to high humidity levels.
 - Grove mentioned that any Board members would like a tour, please call or email her.
 - Grove informed the Board of the latest circulation increases – this being the highest July ever for the Main Library's circulation.
11. Committee and Liaison Reports:
 - a. Champaign Public Library Foundation:
 - Shierry reported that there was no meeting because they meet every other month. Pittman commented that the Foundation Board members and donors have taken tours through the building and they are in awe and thrilled.
 - b. Friends of the Champaign Public Library:
 - Grove mentioned that the Friends are planning to have their booksale the 2nd weekend of November but are looking for a site to hold the sale. The Friends would like to have a membership event in January.
 - c. Lincoln Trail Library System:
 - There was no report. Joe Sciacca from LTLS was present and encouraged everyone to attend the library technology symposium September 13-15 at the Hilton Garden Hotel

d. Douglass Branch Advisory Committee:

- La Due reported that the Tuskegee Airman will not be available to be guests at the Branch while they are in town.

12. Comments from the Board:

- Jones reported that she has been traveling all around the country and had the chance to visit libraries in many states but came back incredibly impressed of what we have here.

13. Next Meetings or Events:

- Regular Meeting, Thursday, September 20, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, October 18, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, November 15, 2007, 5:30 p.m., Douglass Branch

14. Adjournment:

- Freeland adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Minnie Pearson, Secretary

Jill Bouvet, Recorder