

**Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
7:00p.m. –April 17, 2013**

CALL TO ORDER

President Eagle called the meeting to order with a roll call vote at 7:00 p.m. Present for all or part of the meeting were Library Board members Ms. Eagle, Mr. Weiss, Mr. Barr, Ms. Davis-Bridges, Ms. Korajczyk, Mr. Flor, Mr. Bouchie, and Administrative Librarian Amy Crump. Recorder of minutes was Sandy Sullivan.

PATRON'S COMMENTS/CORRESPONDENCE/SUGGESTION BOX/EMAIL COMMENTS:

One notable item from the suggestion box included the bathroom odor. Ms. Crump says it is a public bathroom and it does get cleaned by the cleaning service so it depends on the time of day. There was also a comment about lack of parking. Ms. Eagle said that perhaps we could put something on the website about additional parking on the street. Ms. Crump talked with St. Joseph's Church and we do not have an agreement with them for parking. After hours parking has not been a problem using St. Josephs. Ms. Eagle said she heard from the Friends of the Library that they like the new Administrative Librarian and are very pleased.

PUBLIC COMMENTS: None

CONSENT AGENDA

Ms. Davis-Bridges moved, seconded by Mr. Barr, to approve the consent agenda. 7 ayes, 0 nays. Motion carried.

LIBRARIAN'S REPORT

Ms. Crump said the previously approved work on HVAC will be completed soon. The parts are here but we are waiting on the weather to cooperate. Ms. Crump had some conversations with our attorney about the prevailing wage and certified payroll report. Our attorney said that the recent expansion which addresses prevailing wages and certified payrolls only applies to a construction project. However it does include a maintenance construction project, including painting, lights. It does not apply to every little thing such as caterers, security. Ms. Crump said the prevailing wage ordinance must be passed in June; just a reminder. Mr. Barr said the board is aware and it is a routine yearly item. The election canvassing deadline is April 30th. We can swear in new board members after April 30th. May 15th is our next board meeting, and new board terms will start May 20th. Election of officers must be done by June 21st. The minutes must be reviewed by the end of June, 2013, and after the June meeting. Mr. Weiss and Mr. Flor will do this. The non-resident ordinance must be done by the end of May, 2013.

Upcoming library events include the Friends coffeehouse April 23rd, 6:30 – 8. Call to make a reservation. ALA is at the end of June in Chicago. Everyone is encouraged to attend. ATLAS is having a Trustee Workshop called "Board Games" on Saturday, June 8, 2013, 9-11:30 am.

COMMITTEE REPORTS

Advocacy – No report.

Facilities –Another walkabout to be set up for May or June per Mr. Barr.

Finance - Treasurers report is much same as month of February. Mr. Flor reported that financial results for the first nine months of the current fiscal year produced an operating surplus of \$134,407 which is \$39,637 under budget. Revenues to date are \$3,313 under budget. Payroll expenses are over budget by \$88,098 due to staffing changes at year-end and an increase in the IMRF retirement plan employer contribution rate.

For the full fiscal year, an operating surplus of \$207,024 is forecast. This is \$47,433 below budget. Property tax receipts should be very close to remaining budget, while expenses may exceed budget by 3% based on performance to date. This surplus more than covers our March \$110,000 bond principal payment and related interest. Budgeted capital expenditure is also within this surplus, although special projects (lighting, meeting room AV, and outdoor signage) would come from existing reserves.

Returns on the Illinois Metropolitan Investment Fund is back on track, equaling the returns of the relevant bond fund index. These returns, while minimal, are over budget and ahead of last year's amounts.

Governmental Affairs - Mr. Barr spent yesterday in Springfield. FY 2014 Economic Forecast and Revenue Estimate was presented by Dan R. Long, Executive Director. Outlook was very bleak concerning libraries. There will be cutting at Illinois State Library and Secretary of State's Office. This can affect all Illinois libraries. It is not known how RAILS will be impacted. Five systems have already merged into one. Programs and services have already been cut. RAILS will be allowed to provide continuing education for librarians.

Library Resources – No report.

Policy –Mr. Bouchie said a meeting should be scheduled for the future. The policy book will continue to be reviewed.

Personnel -No report.

Audit – Two volunteers for audit of minutes are Mr. Weiss and Mr. Flor.

Nominating committee – We can elect officers at the May 15th meeting. Mr. Bouchie, Ms. Eagle, Ms. Korajczyk are serving on the nominating committee.

OLD BUSINESS: None

NEW BUSINESS

The lighting project was discussed. Three companies were contacted. Two companies did not respond. The company that did respond was Universal. They brought in bulbs and light covers as samples. Ms. Crump said the options for the lights are as follows:

Option 1 is a clip strip which attaches to the current fixtures. The fixtures are actually in good condition. We can have a new cover attached with clip strips. This option is around \$10,000. Option 2 includes brighter bulbs as well as the clip strips from option 1. The cost for option 2 is \$33,000. Option 3 is new fixtures at a cost of about \$44,000. Option 4 is prismatic covers, sample already viewed by the board, at a cost of \$28,000. Options 1 through 4 are parts only estimates. No cost was included for installation. Option 4 requires no installation as Terry can install the covers. Option 5 is to retrofit the lights with new ballasts and bulbs with the bulb size changed from the current 8 feet to 4 feet. This option would save about \$800 a year and over a ten year period it would be about \$8000 savings. The price of this option is unknown due to a power outage of Universal while the salesperson was preparing the proposal.

There is a sample of the prismatic cover in the library. It directs the light everywhere. The board looked at it. Ms. Eagle commented on the improved brightness and liked option 4 as it removes the safety hazard that currently exists with the covers falling down. Mr. Weiss and Mr. Flor said this is an intermediate step in case a great new option comes down the road in the future, and the cost for this is satisfactory. Mr. Bouchie liked option 4. Mr. Barr said if lighting fixtures are safe and secure and not falling down and can be inspected, he would like Option 4. We have to go to bid as this proposal is over \$20,000. Ms. Crump will pursue a Request for Proposal for Option 4 – prismatic covers as this is the general consensus of the board.

Ms. Crump said there were two AV proposals; one from Sound and Vision and one from Ricoh. The grand total is \$17,985 from Sound and Vision and it includes a 5 yr warranty and backup support. No microphones or smartphones were included on their list. Flossmoor Public Library used Sound and Vision. The grand total was \$15,000 from Ricoh Business Solutions. They are very comparable to Sound and Vision's proposal. Mr. Weiss is familiar with Ricoh and their machines provided to his school are inferior and breaking down almost weekly. He also said the suggested microphone in their proposal is inferior. Ms. Crump will still work on this project and get more information. Mr. Barr likes Sound and Vision for the reason that they did Flossmoor Public Library.

Ms. Crump discussed the building signs for mounting on the building. She received estimated from three signage companies, Roeda Signs, Alright Signs, and Integrity Signs. The quotes for illuminated letters on a track (minus the cost of electrical lines to illuminate the signs) were as follows: Roeda - \$3583, Alright - \$3927 and Integrity - \$4,100. LED light to be used as for information was discussed as an option by Integrity Signs at a cost of \$12,000. Another option is just having lights shine on the existing sign. Ms. Eagle likes this light idea. Mr. Barr said he wants something to pull people in and likes the LED programmable. Mr. Flor said our location is on a bad corner of Dixie Highway, at the "T" in the road. It is difficult for people to be reading our sign while negotiating the turn. There was a question about using the Village of Homewood's sign to advertise our events. Mr. Barr thinks we should have our own sign to advertise. Is a 12" sign big enough? The estimates are for 12". A new sign should be raised and illuminated and larger than 12", at least 18" tall. No decision was made and Ms. Crump will gather more information and bring it back to the board.

Ms. Crump discussed the HVAC quote from Arctic. Option 1 is to replace the guts of 33 boxes in the ceiling. Option 2 is to take the main fan system and switch to a computerized system. Option 3 is software so we don't work with a box on the wall but use your computer for control. Option 4 is to replace 33 boxes with computerized one --- total replacement, not just guts. Option 2 and 4 could be combined.

The question exists -- should this be done? We are already waiting on installation of the approved immediate fix of the unit on the ceiling. Since we probably are not replacing the entire lighting fixtures, we will not have the ceilings opened up to replace boxes. Mr. Bouchie said the wind tunnel and pressurization issue needs to be addressed, perhaps we need a second opinion. The board consensus is to hold off and see if the already approved work solves the problem.

Ms. Crump discussed GASB 54. A Fund Balance policy must be in place. A sample policy was sent to Ms. Crump. Mr. Flor will look at it. A joint committee of policy and finance committees will look it over also.

An honorarium for Jennie Bohlman was discussed. She was reimbursed for materials already for the Rauch Reading Room mosaic. A general honorarium of \$1000 seemed in order for her dedication to the library. Mr. Bouchie moved, seconded by Mr. Barr, to present an honorarium to Jennie Bohlman in thanks for her artistic endeavors to the library. 7 Ayes, 0 Nays. Motion carried.

Homewood Embroiderer's Guild wants to use our meeting room more than four times a year. This is not a library sponsored group like the Homewood Knitting group. The meeting room is very busy at night. What about the upstairs multi-purpose room? Ms. Crump will ask how many members are in their group and how busy is the multi-purpose room. Possibly they could use the downstairs meeting room four times and the multi-purpose room four times. No decision was made at this time.

Ms. Crump said that the library calendar needs to show that we will be closed early on New Year's Eve, at 5 pm. Mr. Flor moved, seconded by Ms. Davis-Bridges, to amend the library calendar to show that the library will close at 5 pm on December 31. 7 Ayes, 0 Nays. Motion carried.

Ms. Crump has a concern regarding staff evaluations this year, as she has only been here a short time. Who will do them? A suggestion was made that the department heads will evaluate their own staff, on time, in time for July 1, 2013. Who will do the department heads? Mr. Flor suggests department heads do a self evaluation with goals for the year. This is the board consensus as this is consistent with the policy.

ADJOURNMENT

Ms. Eagle adjourned the meeting at 9: 35 p.m.

Accepted _____

Murray Barr
Secretary