

**Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
7:00 p.m. –May 15, 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. Korajczyk, Mr. Flor, Mr. Bouchie, and Administrative Librarian Amy Crump. Newly elected board members Sara Sterbenc and Jennifer Muryn were also present. Mr. Terry Fiorenza, Library Maintenance Department, and Deb Dennison, Administrative Assistant for the Library was also present. Recorder of minutes was Sandy Sullivan.

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

Patron comments were reviewed by the board members. Pants issue was in the comments. Also a comment included a question about patrons reimbursing/paying for damaged items. Ms. Crump said if it is absolutely destroyed, it should be charged to the patron. It is a case by case situation. There were also complaints about the noise levels and cell phones. There were some nice thank you cards included in the comments.

Future board members Jennifer Muryn and Sara Sterbenc were introduced to the board. Terry Fiorenza, Deb Dennison, and the board members also introduced themselves.

PUBLIC COMMENTS: None

CONSENT AGENDA

Mr. Bouchie moved, seconded by Mr. Weiss, to approve the consent agenda with one correction in the April minutes on page three, paragraph three, second sentence. It should read "She received estimates" not "estimated." Motion carried with 6 ayes and 0 nays.

LIBRARIAN'S REPORT

Ms. Crump reported that the HVAC work on the roof is finished. The repairman thought it would address the issues, however there is one more step, removing the dampers, which are supposed to be set at 20%. The screws have eroded so they are currently completely closed. The screws cannot be replaced so they are coming off. This is a first step and the repairman said if that doesn't work we can go to step 2 and replace the dampers.

The wall hanging honoring Cindy Rauch is in place in the Rauch Reading Room. A plaque will be placed next to it and there will be a room dedication ceremony.

The board president is invited to the Intergovernmental breakfast on May 28th.

Summer reading kickoff is June 12 with ice cream treats being served. Online registration will take place for the first time this year, via computer, tablet, or smart phone. School visits are going to be made. The theme is Have Book Will Travel.

The library will have an entry for Homewood's 4th of July Parade. Staff will be walking. Several staff members have indicated interest as well as possibly Friends and Junior Friends. There will possibly be a kazoo band.

ALA takes place 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, 9:00 -11:30 am.

COMMITTEE REPORTS

Advocacy – No report.

Facilities – Mr. Barr reported that a walkabout was done. The facility is in very good shape and he has just a few recommendations. The islands in the parking lot were discussed, but it was decided to let that go with no new plantings. The other area discussed was the northwest exit which has a flagstone walk. This is not good for wheelchairs, canes, or those not very surefooted. It should be replaced with a brick walkway like the one at the southeast exit. The parking lot lights were on said Mr. Flor.

Finance - Treasurers report was given by Mr. Flor. After 10 months, the treasurer's report shows a surplus. We are under budget \$34,000. He is forecasting an operating surplus. There is a possible under collection of property tax revenue. We may not see any more from the county this fiscal year, maybe \$90,000 under. Holding expenses to current level is important. The big question is what we will be getting from the county for the next year. The tax levy's don't come out until August. We have to have a budget approved in June.

Governmental Affairs- No report.

Library Resources – No report.

Policy – Mr. Bouchie had a meeting with the committee working on updating the policy book. They are about halfway through now.

Personnel -No report.

Audit – Mr. Weiss and Mr. Flor will be auditing the minutes, after the June meeting and before the end of June. This must be done twice a year, per the lawyer says Ms. Crump. The closed meeting minutes (audiotapes) do not have to be listened to.

Nominating committee –Mr. Bouchie, Ms. Eagle, Ms. Korajczyk are serving on the committee. Mr. Bouchie has minutes from nominating committee. They gave much thought to the slate of candidates for the 2013-2014 year which is as follows: Amy Eagle as President, Lisa Korajczyk as Vice President, Mr. Flor as Treasurer and Mr. Weiss as Secretary.

OLD BUSINESS:

Ms Crump discussed the Homewood Embroiderer's Guild which has requested to meet more than four times a year in our meeting room. There are about 30 -40 members and about one third to one half are Homewood residents. They want to schedule our meeting room more than four times a year. General board consensus is that to allow it would not be fair to other groups. The policy states four times per year. Mr. Weiss asked what if it turns out the meeting room is vacant on a night they might have wanted to use it. Mr. Barr thinks it should be kept to four meetings per year until the policy might change in the future. Ms. Dennison added that the public can view the calendar and they are very

aware of who is using the room and how often. Usage in violation of the policy would be noted. Mr. Weiss asked Ms. Dennison if she thought the policy should be relaxed. She said it has been like that for a long time. One reason is that there were issues in the past such as monthly meeting place for Girl Scouts and Brownies. Ms. Muryn said perhaps we could create the Embroiderer's Group as a library sponsored program, similar to the Knitters Group which is a Homewood sponsored program.

Ms. Crump discussed the lighting situation stating there are many different options from which to choose. Mr. Fiorenzo passed out an informational sheet. There are basically four options.

Option 1 is to replace the lenses at a cost of between \$20,000 - \$28,432, no cost for installation.

Option 2 is to retrofit the existing 8-foot fixtures to 4-foot fixtures, however what they sent was junk. There is a large labor cost to this option. Cost for option 2 is \$8490 plus labor plus the cost of new lenses.

Option 3 is to change ballasts, lenses and bulbs. Total cost for this is \$35,940 - \$44,372. Mr. Fiorenza said to change all the lights in building would be a plus. Lights lose their efficiency over time. The ballasts would be electronic.

Option 4 is to do LED lighting. It is state of the art. The quality is great for screw in lights but not quite great for the fluorescent lights. Not perfected enough, very expensive.

Mr. Weiss asked if we are eligible for grant money or possibly some life-safety money. Mr. Fiorenzo and Ms. Crump thought probably not because we are at maximum efficiency. Ms. Crump will explore it however. The next step is to choose an option and bring in an architect or electrical engineer to prepare the specs for the bid.

Mr. Flor moved, seconded by Mr. Barr to approve option 1 which is to replace the lenses. Roll call vote: Ms. Eagle – aye, Mr. Weiss - aye, Mr. Barr - aye, Ms. Korajczyk - aye, Mr. Flor - aye, Mr. Bouchie – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Ms. Crump discussed the AV equipment to be purchased for the meeting room. A proposal was passed out to the board. Ms. Dennison discussed the background work she did on this project. She made many calls to libraries to get input on who they used for their needs. Sound & Vision was named by several libraries. They came out three times to the library. Ricoh also came out twice. Mr. Weiss, Ms. Dennison, Ms. Crump, Mr. Flor, and two staff members, Margaret Novak and Mary Wezgryn, went on a field trip to Sound & Vision in Willowbrook. Mr. Weiss discussed the possible setup that Sound & Vision demonstrated. He said they also have good support with very quick response time and an electronic remote diagnostic system. They will provide training for staff. This system is not going to be obsolete. The warranty is one year service and support and manufacturers' warranty on the equipment. Mr. Flor noted that the proposal said the initial deposit upon approved contract was the full amount which is not satisfactory. The cost of sales tax should be removed also from the quote. We would pay half the amount at signing the contract and half upon completion. The board also indicated that they would like to see the actual guarantees in writing. Ms. Crump will come back to the June meeting with a contract.

The heating system was discussed by Mr. Fiorenzo. He passed around copies of a proposal by ARCTIC. There are four options from which to choose.

Option 1 is to replace all controls the original 33 VAV boxes. This would include new thermostats, volume controllers, diaphragms, heating valves, and any miscellaneous devices for controlling the box. Controls would remain pneumatic. The cost is \$55,000 - \$65,000.

Option 2 is to replace the existing pneumatic controls on the main fan system, A/C condensing unit and boiler system with a Johnson Controls FX control system. This could be accessed from a computer via the internet. Cost is \$18,000 – \$24,000.

Option 3 is to install a Johnson Controls FX20 interface system so DDC controls could be monitored and controlled for a computer. All hardware and software is included. Cost is \$11,000 - \$14,000. This is strictly software to enable internet access to the system with option 2.

Option 4 is to replace the original 33 VAV boxes and reheat coils with new equipment that is controlled by a Johnson Control VVT controller that could be accessed and controlled through the above listed FX20 (option 3). The cost for this is \$190,000 - \$220,000.

Options 2 and 4 would be a complete conversion to DDC (Direct Digital Control). DDC has the potential of a 5-10% savings due to better control, not a change in efficiency rate because we are already using a premium efficiency system. Some of the options could be a multi-year project.

The board asked Ms. Crump to get a couple of other proposals to fix the system so we can compare.

Ms. Crump discussed the signs for the building. She received 18 inch sign prices from 3 companies. Integrity, Roeda, and Alright responded. The costs are \$4335 for Alright Signs, \$4675 for Integrity Sign and \$4786 for Roeda Sign. The cost to run the electricity is an extra cost. Many of the board members think a lighted sign will look gaudy and garish. Ms. Crump will contact the architect to get their input.

NEW BUSINESS

Swearing in of new candidates took place. Jennifer Muryn and Sara Sterbenc were individually sworn in.

The slate of officers was reviewed. Mr. Barr moved, seconded by Mr. Bouchie to approve the slate of candidates created by the nominating committee as follows: Amy Eagle as President, Lisa Korajczyk as Vice President, Chris Flor as Treasurer and Greg Weiss as Secretary. 7 Ayes, 0 Nays. Motion carried.

Mr. Barr moved, seconded by Ms. Korajczyk to approve the adoption of the Non-resident Fee policy. 7 Ayes, 0 Nays. Motion carried.

ADJOURNMENT

Ms. Eagle adjourned the meeting at 9:28 p.m.

Accepted _____

Greg Weiss

Secretary