

**Fox River Valley Public Library District  
Board of Trustee Meeting  
April 13, 2015  
Dundee Library Meeting Room  
500 Barrington Avenue  
East Dundee, IL 60118**

**Roll Call**

Members present:	President	Marge Skold
	Secretary	Richard Corbett
	Trustee	Brian Lindholm
	Trustee	Phyllis Creighton
	Trustee	Denise Sommerlot

Members absent:	Vice Pres	Fred Lechuga
	Treasurer	Mark Biewald

Others present: Lauren Rosenthal, Jeanne Etling, Brian Wing, Jason Pinshower, Carolyn Friedlund, Karin Nelson, Cris Cigler, Aaron Carlin, Elizabeth Novak, Anders Dahlgren, Bob Smith, Mary Doherty

The meeting was called to order by President Skold at 6:30 PM.

**Public Comment**

Bob Smith, Friends of the Library, reported the March 2015 Book Sale netted over \$3,000.

**President's Report**

President Skold acknowledged receipt of a thank you letter from Representative Anna Moeller's office relating to National Library Week. It was announced there will be an Executive Session in May pertaining to Real Estate. A plan for library investments moving forward has been reached after consultation with Director Bennett, President Skold, and the library's financial advisor.

**Liaison Activity:**

Trustee Creighton (Physical Facilities) advised detailed information will be shared later in the meeting, and thanked all who participated in the Construction Manager selection process for a job well done.

Trustee Sommerlot (Marketing and Public Relations) reported 3D printer classes are full. She toured the Children's area and particularly appreciated the new play kitchen furnished by the Friends of the Library. She further advised a children's literacy YouTube video will be posted soon.

Secretary Corbett reported newly elected Trustees will be sworn in next month, and that meeting will be held one week later on May 18, 2015, as was previously published.

**Treasurer's Report:**

No report

## **Director's Report**

Director Bennett introduced Anders Dahlgren, Library Planning Associates, Inc. He presented an infographic created by Cris Cigler, Public Relations and Outreach Manager, highlighting two scenarios that most closely match the projected community needs on the east and west side of the district. Distribution of resources, cost considerations, and population growth are paramount considerations. Phased construction may be considered. Discussion ensued on whether recently vacated space in the Dundee Library would be sufficient to meet projected needs of the east side residents.

Aaron Carlin, Randall Oaks Library Manager, and Jason Pinshower, Digital Services Manager, presented the innovation of the month. Their attendance at Illinois Librarians Explore, Apply, and Discover (ILEAD) conference inspired Pinshower to research avenues to afford patrons the opportunity to access the internet along with the devices necessary to facilitate their needs. Carlin spoke to the possible uses for mobile hotspots and elaborated on a tool lending service offered by another library. The various offerings of this tool service enabled patrons to access equipment geared to diverse interests, and fostered creativity.

Director Bennett advised Cooperative Computer Services (CCS) has a new director. CCS is the library's catalog sharing consortium.

Secretary Corbett inquired about the roof warranty and work being done under it.

## **Consent Agenda**

### **Exhibit A.1 Items to be included in Consent Agenda**

- A.1.a Minutes from the March 9, 2015 Internet Use and Safety Hearing
- A.1.b Minutes from the March 9, 2015 Board of Trustees Meeting
- A.1.c Check/Voucher Register – AP & Payroll Complete for March 2015 totaling \$260,050.48
- A.1.d Revenue Summary – All Funds Combined – Budget v Actual Revenues
- A.1.e Revenue Summary – All Funds Combined by Period
- A.1.f Expenditure Summary – All Funds Combined – Budget v Actual Expenses
- A.1.g Expenditure Summary – All Funds Combined – Budget v Actual Expenses by Location
- A.1.h Expenditure Summary – All Funds Combined by Period
- A.1.i Balance Sheet for March 2015
- A.1.j Ehlers Account Statement for March 2015

The Consent Agenda was presented by President Skold.

It was moved by Trustee Creighton and seconded by Trustee Sommerlot that we approve the Consent Agenda as presented.

Roll Call Vote: Trustee Lindholm – aye; Trustee Sommerlot – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – aye. 5 ayes, 0 nays. Motion carried.

## **Old Business**

None

### **Exhibit C.1 Construction Manager at Risk**

Trustee Sommerlot moved, and Trustee Lindholm seconded that the board receive and accept the recommendation for Construction Manager at Risk rankings and authorize the Director to proceed with contract negotiations.

Trustee Creighton reviewed the interview, selection, and ranking process used to produce three (3) qualified candidates in accordance with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535). Selected candidates are Gilbane Building Company, Lamp, Inc., and Leopardo Companies. Negotiations will begin with the number one choice, Lamp, Inc. Discussion ensued on potential costs, and allowing President Skold to enter into a contract once agreement has been reached. That contract will be brought before the board for ratification in May.

Roll Call Vote: Trustee Lindholm – aye; Trustee Sommerlot – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – aye. 5 ayes, 0 nays. Motion carried.

Trustee Creighton moved, and Trustee Sommerlot seconded to delegate to the board president authority to sign the initial contract prior to ratification by the full board.

Roll Call Vote: Trustee Lindholm – aye; Trustee Sommerlot – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – aye. 5 ayes, 0 nays. Motion carried.

### **Exhibit C.2 Board Liaisons Bylaws Update – First Reading**

*Discussion only. President Skold explained the Bylaws are being reviewed to ensure they are updated to match with current practice. Liaison titles were changed to reflect that the Reaching Across Illinois Libraries System (RAILS) no longer uses representatives, and to split liaison responsibilities from one category into two. Further, ILCS citations will be added wherever possible.*

### **Exhibit C.3 Request for Qualifications (RFQ) for Architectural Services**

It was moved by Trustee Lindholm and seconded by Trustee Creighton that the board release the RFQ for Architectural Services.

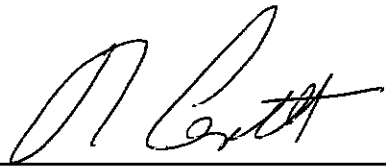
Director Bennett explained the procedure is similar to the RFQ for Construction Manager. The document has been vetted by the library's attorney and board feedback is sought. Specific dates pertaining to the process were discussed.

Trustee Lindholm inquired whether past collaborations between the construction manager and an architectural services candidate would be considered. Director Bennett explained that our construction manager will be able to work with any architect. The main focus in selecting an architect is to find someone with extensive experience in libraries who can express in design a space that carries out the community, board and staff's vision of the future. It was further explained that a construction manager reviews the architect's design for constructability and to keep costs in line.

Roll Call Vote: Trustee Lindholm – aye; Trustee Sommerlot – aye; Trustee Creighton – aye; Secretary Corbett – aye; President Skold – aye. 5 ayes, 0 nays. Motion carried.

President Skold thanked Trustee Creighton for her extraordinary work during this phase of the project. Board members interested in continuing their involvement in the RFQ process were Trustee Creighton and Secretary Corbett.

President Skold again reminded there will be an Executive Session after the May meeting. There being no further business to bring before the board, the meeting was adjourned by unanimous vote of the members at 7:56 PM.

A handwritten signature in black ink, appearing to read 'R. Corbett', written over a horizontal line.

Richard V. Corbett, Secretary