

Dundee Township Public Library District
Board of Trustees Meeting
June 11, 2012

Dundee Township Public Library Meeting Room
500 Barrington Avenue
East Dundee, IL 60110

President Marge Skold called the meeting to order at 7:00 PM

Roll Call

Members present:

President	Marge Skold
Vice Pres.	Lenore McDonald
Secretary	Richard Corbett
Treasurer	Norman Raven
Trustee	Maria Bagshaw
Trustee	Fred Lechuga

Members absent: Trustee Joe Molinaro

Others present: Director Roxane Bennett
 Jeanne Etling, Heidi Hohman,
 Karin Nelson, Mary Povilonis,
 Anne Nickerson, William Doran

President Skold drew the board's attention to the agenda and advised that she would be addressing Old Business (Exhibit B.1, June R. Abbot Wolk Trust) in her President's Report.

Public Comment

Anne Nickerson, Friends of the Library representative, reported that there was good attendance for the D-Day presentation. She advised that activities supported by Friends of the Library would be slowing down for the remainder of the summer. She also noted that donations seemed to be slowing down at this time, but after posting notice of this situation on the library web site, donations have picked up.

President's Report

William Doran, representing the June Wolk Estate was in attendance and advised the board of Ms. Wolk's passing on May 1, 2011. He stated that Ms. Wolk had been an avid library supporter, and in her Will had designated a donation to the Dundee Township Public Library District. The donation was given with no restriction(s) as to the use of the funds.

President Skold readdressed Exhibit B.1 and asked for a motion to accept the designated gift. Trustee Lechuga moved and Trustee Bagshaw seconded that the library board accept a monetary donation of approximately \$1,194.67 from the June R. Abbott Wolk Trust as full settlement of the distribution due

the library under the Trust. Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent – motion carried. Director Bennett will take possession of said check in the near future.

Before departing the meeting, Mr. Doran expressed his pleasure in observing the many activities of the library which support the ethnicity and diverse culture of our area. He commended the board on an impressive job.

President Skold then asked for the board's permission to proceed with necessary change orders in connection with the present roof and fascia repair project presently in progress. The first consideration involves the replacement of the exterior light fixtures attached to the fascia with LED lighting. This will entail approximately \$3,200 in additional cost, but will pay for itself within a short time due to the increased life span offered by LED lights. The second item involves adding an additional 1.5 inches of insulation to the tapered insulation portion of the roof. When the old roofing material was removed, it was discovered that the drain bowls are 1.5 inches above the roof deck. This creates difficulties with proper drainage. Rather than lower all of the drain bowls, the architect recommends adding insulation to improve the drainage. This will also increase the R-value of the roof and decrease the possibility of condensation on the underside of the drains. Condensation around the drains has caused interior leaks in the past. The new fascia will have seals to prevent outside air from permeating the building which will also help prevent condensation. The cost of adding insulation is approximately \$17,000. Together, the two change orders will add about \$21,000 to the original contract amount. Although this would still be within the approved dollar limit for the project as approved by the board, the President and the Director felt the dollar amount needed for these particular additions was large enough to warrant the board's awareness.

The President and the Director will continue constant vigilance on the progress of this project. Director Bennett advised the board that completion of the roof repair would in all probability not be completed in this fiscal year ending June 30, even though the contractor reported they would double up on workers in order to catch up. She suggested that a July completion is more realistic. Therefore, it was pointed out that funds for payment of this project will not be completely disbursed under this year's budget. The board had no objection to the proposed change orders.

Director's Report

Director Bennett reported continuing increase in visitor count for the month of May. Library Staff member, Heidi Hohman, also reported an increase in enrollment for the summer reading program, which now stands at 1,000.

The Director advised that the new organizational chart is now ready with the exception of a couple of vacant positions which will be transferred to the new Branch.

She also reported positive feedback from library staff in regard to the reduced deductible under the new insurance coverage. More will be discussed on this subject under New Business.

The new Employee Handbook draft is ready and awaiting final work on the Table of Contents, which our outsourced human resources representative will finalize this in the next few days.

Consent Agenda

- Exhibit A.1 Approval items to be included in Consent Agenda
A.1.a Minutes from May 14, 2012, Board of Trustees Meeting
A.1.b Bills Paid Report for May, 2012
A.1.c Monthly Gross Payroll for May, 2012, totaling \$132,766.18
A.1.d Monthly Financial Report for May, 2012
A.1.e Monthly Cash Summary for May, 2012

Vice President McDonald moved that items A.1a through A.1e be included in the Consent Agenda and approved. This was seconded by Trustee Lechuga. Roll Call vote: Vice President McDonald –aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

New Business

- Exhibit C.1 Draft Working Budget Fiscal Year 2012-13

It was moved by Treasurer Raven and seconded by Vice President McDonald that we approve the Draft Working Budget for Fiscal Year 2012-13 to provide for continuity of library operations and payments due under previously approved contracts pending passage of a Final Working Budget and the Budget and Appropriation Ordinance.

Discussion: President Skold informed the board that September will be the final approval of the budget, but an interim budget must be approved. She also pointed out important categorization in the proposed budget. In perusing the interim budget, Treasurer Raven acknowledged the tremendous amount of work done giving a more detailed breakdown in Revenue and Expenses, making costs easily identifiable and accessible. He also cited that the additional books purchased for the Branch library affords the present library a much better choice of material. There simply was no more room at the present facility to include these additional offerings. Trustee Lechuga recommended more be spent on E books in the future. Director concurred with this thought.

After considerable examination of costs and revenues presented, Director Bennett pointed out to board members that the library remains pretty healthy financially, and projection of the costs of opening the Branch remain on target.

Roll Call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

- Exhibit C.2 Budget and Levy Calendar for Fiscal Year 2012-13

Vice President McDonald moved and Trustee Bagshaw seconded that we adopt the Budget and Levy Calendar for Fiscal Year 2012-13. Voice vote: 6 ayes, 0 nays, motion carried.

- Exhibit C.3 Wellness Insurance Network Agreement

Trustee Lechuga moved and Secretary Corbett seconded by that the board approve the Intergovernmental Agreement with Wellness Insurance Network for dental and ancillary products effective July 1, 2010, and for medical insurance effective July 1, 2012.

Discussion: It was pointed out that one benefit of the proposed agreement is that it provides a true cafeteria plan for coverage to library employees. This consortium further provides a considerably lower deductible for employees, which is a major benefit of this plan. Blue Cross Blue Shield is the chosen insurance provider at this time. Director Bennett will represent our library on the Wellness Insurance Network Board.

Voice vote: 6 ayes, 0 nays. Motion carried.

Exhibit C.4 Employee Medical and Dental Insurance

Trustee Bagshaw moved and Trustee Lechuga seconded that the library pay the following dollar amount toward the cost of eligible employee's medical and dental insurance coverage through the Wellness Insurance Network for Fiscal Year 2012-13.

\$613.70 per month July 2012 - December 2012 for Medical

\$577.60 per month January 2013 – June 2013 for Medical

\$ 34.00 per month July 2012 – June 2013 for Dental

Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.5 Allied Waste Agreement

Trustee Lechuga moved and Vice President McDonald seconded that the board approve a three-year contract with Allied Waste/Republic Services for waste hauling and recycling services at a cost of approximately \$2,928/year.

Discussion: Treasurer Raven noted there had been no bid letting for this action and requested this be done in the future. Director Bennett explained that the present company had rolled over a renewal for a five-year period without proper notification. After being confronted regarding this action, the company agreed to extend a reduced charge for a period of three years, which was considered fair and equitable, and the Director agreed to the new terms. She, however, agreed with Treasurer Raven that in the future, bids should certainly be solicited, but present circumstances prevailed at this time.

Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Exhibit C.6 Gallagher Benefits Agreement

Trustee Bagshaw moved and Vice President McDonald seconded that the Director be authorized to enter into an agreement with HRadvantage, a division of Gallagher Benefits, for ongoing human resource services for Fiscal Year 2012-13 with a maximum value of \$32,000.

Discussion: President Skold explained that this does not set a firm contracted amount of \$32,000, but allows the Director to work with this firm on projects as HR needs arise, spending an amount up to a \$32,000 limit.

Treasurer Raven questioned exactly what benefits in the HR area this firm performs for us that we are not providing ourselves. Director Bennett replied that there is a great need in the HR area that she is not qualified to handle, although she has been attempting to do so. The necessary expertise in this area does not exist in-house. She reminded the board that the former Business Manager had handled this area previously, but by hiring HRadvantage, it gives us much more confidence that things will be handled in the correct manner. Treasurer Raven reminded the board that these type of expenses tend to "grow legs," and cautioned we keep a careful eye on exactly what services they are providing now and will be providing in the future.

Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Bagshaw – aye, Trustee Lechuga – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

C.7 Branch Equipment Purchases

Vice President moved and Trustee Bagshaw seconded that the Director be authorized to purchase the remaining miscellaneous equipment, computers, software, and small furniture necessary to equip the Branch location from current vendors in an amount not to exceed \$38,000.

Discussion: It was pointed out that these expenses have previously been approved.

Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

C.8 Downloadable Music

It was moved by Trustee Lechuga, seconded by Vice President McDonald that the Director be authorized to enter into an agreement with Library Ideas, LLC for a one-year subscription to downloadable music service, Freegal, in an amount not to exceed \$8,000.

Discussion: Trustee Lechuga indicated to the board that this action allows our library to catch up with other libraries in our area who are presently offering this service. He pointed out this is a good idea. Director Bennett clarified that the contract would begin July 1, 2012.

Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

C.9 Review of Minutes

President Skold asked for volunteers to review the Minutes and other Secretary's Records for Fiscal Year 2011-2012 for the Illinois Public Library Annual Report (IPLAR). Trustee Bagshaw and Trustee Lechuga volunteered to perform said review. This review is to be completed before the July board meeting.

C.10 Computer Consulting Services

Vice President McDonald moved and Trustee Lechuga seconded that the Director be authorized to purchase up to 125 hours of computer consulting services for Fiscal Year 2012-2013 at \$140/hour, not to exceed \$17,500, from Sikich LLP, Inc.

Roll call vote: Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Lechuga aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent. Motion carried.

Treasurer Raven moved for adjournment for purposes of going into executive session to address issues covered by Open Meetings Act exemptions Purchase of Real Estate (5 ILCS120/2) (c) (5) and Personnel (5 ILCS 120/2) (c) (1), seconded by Vice President McDonald. Voice vote: 6 ayes, 0 nays. President Skold declared the open meeting adjourned at 8:30 pm.

The open meeting was called back into session at 9:42 pm. No other business was taken up. The meeting was adjourned at 9:45 pm.



Richard V. Corbett - Secretary