

**Dundee Township Public Library District
Board of Trustees Meeting
Monday, October 10, 2011**

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

President Marge Skold called the meeting to order on October 10, 2011, at 7:00 PM.

ROLL CALL

Members present:

President:	Marge Skold
Secretary:	Fred Lechuga
Treasurer:	Norman Raven
Trustees:	Joe Molinaro Richard Corbett Maria Bagshaw

Members absent: Vice Pres.: Lenore McDonald

First Order of Business was the resignation of the present secretary, Fred Lechuga and the transference of this office to Richard Corbett, trustee. Since there were no further nominations from the floor, motion was made by Trustee Molinaro and seconded by Treasurer Raven that Richard Corbett be named board secretary. Motion voted on and carried.

Next item of business was the introduction of Lee Blanding as recording secretary. It was announced that a new recording system would be in place before next month's meeting to allow a means of backup for recorded minutes. President Skold instructed Ms. Blanding to transcribe the minutes and submit them to Secretary Corbett for editing and distribution.

President Skold called for approval of the agenda as presented. Treasurer Raven suggested Exhibit A.6, A.7 and A.8 be tabled and moved to Old Business at next month's meeting after everyone has had ample time to review the items. Trustee Molinaro moved and Trustee Bagshaw seconded that said changes to the agenda be made as indicated. Motion voted on and carried.

PUBLIC COMMENT

Lorraine Karnatz, Vice President and Chair of the Program Committee for Friends of the Library advised that their group was purchasing a sound system for library use. The Committee will be going through Savage Pro Audio and the system was chosen after considerable comparison of like systems through the Internet. The cost of the new sound system will be around \$800. All repairs of the new system to be handled by the library.

PRESIDENT'S REPORT

President Skold announced that the ILA Conference Trustee Day would be held next week Thursday, October 20. President Skold also shared groundbreaking photos with the Board of the new Randall Road location, advising that the first walls constructed were those of the future library.

DIRECTOR'S REPORT

Director Bennett reported that library updates were progressing on schedule including automatic checkout and returns. Director Bennett stated that although the new equipment still needed tweaking, everything seems to be moving along satisfactorily and problems will be ironed out in the very near future.

She was also pleased to announce that the Dundee Library was the grand prize winner of the PBS/Kids Soar with Reading Program and as such is the recipient of \$10,000 worth of children's books. Books are to be selected by Random House. A celebration of this honor will be held in the near future and invitations will be sent to Board members once the date has been scheduled. In all likelihood this event will take place when the most children will be in the facility.

Director Bennett reported that a staff training retreat was presented which addressed interaction skills for personnel when dealing with problem solving. She stated that already benefits of the training were evident as managers who had attended the session were applying knowledge learned there. Library card and self-service procedures were reviewed with everyone in attendance but the real test will be reflected when the patrons start using the systems. The window in the Circulation Dept. will be reopened in the next few days.

Treasurer Raven asked the Director if there were anticipated changes to the present organizational chart regarding job duties. Director Bennett explained that she had spent considerable time learning the functions of the business office and felt that by the November meeting finances should be able to be reported in detail. At present a part-time person has been utilized to accomplish the needed duties of this office and future need will be determined at a later date. Treasurer Raven stated that this individual appeared to be extremely capable.

CONSENT AGENDA

Trustee Molinaro moved and Trustee Lechuga seconded that checks in the amount of \$106,655.04 paid in September, 2011, be approved. Voting aye: Trustees Molinaro, Lechuga, Bagshaw, President Skold, Secretary Corbett, and Treasurer Raven. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Exhibit C.1: Action – Professional Services Agreement for Construction Observation with HR Green, Inc. regarding Building Improvements Phase 1

Treasurer Raven moved this item be held as nothing was received from the company. Seconded by Trustee Molinaro, voted on and carried.

Exhibit C.2: Action – Contract for Building Envelope Improvements

Trustee Molinaro moved and Trustee Bagshaw seconded this item be approved.

Discussion: Trustee Molinaro expressed great concern over the large variance in the original bid amount projected of \$300,000 and the lowest actual bid which came in at \$585,000.

Both President Skold and Director Bennett stated that oftentimes there is disparity from the projected bid number, but this was a much larger amount than anticipated. It was reported that because of this disparity, an ongoing investigation is being pursued and details would be available for next month's meeting. Hopefully an acceptable explanation will be rendered at that time.

It was the consensus of the Board that due to this enormous difference this expenditure cannot be justified and additional information is needed, even with the possibility of rebidding the project.

The motion as previously stated was called to a vote. Voting nay were trustees Molinaro, Bagshaw, Lechuga; President Skold, Secretary Corbett and Treasurer Raven. Motion failed to pass.

Exhibit C.3: Action – Per Capita Grant Application

Director Bennett explained that yearly grants of \$50,000 from the State are used toward the purchase of materials and equipment for the library. She also advised that the grant had been awarded last year and as of this date no funds had been received, so it is probably safe to assume that this year's grant would not be realized until next year. It was moved by Trustee Bagshaw and seconded by Trustee Lechuga that the per capita grant application be made. Voted on and carried.

Exhibit C.4: Action – Agreement for the Provision of Limited Professional Services with PSA Dewberry regarding Branch Furniture

Moved by Trustee Molinaro and Seconded by Secretary Corbett that the agreement be approved. Under discussion, Treasurer Raven questioned what exactly the \$10,000 covers. Director Bennett explained that this fee includes the planning of all shelving, seating, computer furniture, walls, in essence, all finishing costs which are expected to cost in the neighborhood of \$100,000. It is necessary to approve the \$10,000 to cover the consulting fee for this planning work and associated bid preparation. It was noted that Dewberry has the expertise needed and the \$10,000 is a flat rate. We will not incur any additional expense; however, this contract should be approved only with the attached Rider dated 10/10/11. Trustee Molinaro amended his original motion to include the specified Rider and the President called for a vote. Voting aye: Trustees Molinaro, Bagshaw, Lechuga, Secretary Corbett. Voting nay: Treasurer Raven. President Skold abstained. Motion carried.

Motion to adjourn was made by Trustee Molinaro and seconded by Trustee Lechuga. Voted on and carried.

Board meeting adjourned at 8:15 PM



Richard V. Corbett, Secretary
Dundee Township Public Library District