

**Dundee Township Public Library District
Board of Trustees Meeting
March 12, 2012**

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

President Marge Skold called the December Board of Trustees 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
Trustee	Joe Molinaro

Members absent: none

Others present: Director Roxane Bennett
Jeanne Etling, Carolyn Friedland, Mary Povilonis
Sara Chrzanowsky of Dewberry Corp.

Public Comment

None

President's Report

President Skold shared with the Board a poster she received containing information regarding the Chicago area which she felt would be of interest to residents in general. She suggested that possibly the library would be a good place in which to display this information. She also pointed out that the Conflict of Interest Forms distributed to Board members included a section that must be signed and turned in per state requirement. President Skold also reminded members to 'go to the Attorney General site and complete the required on-line training pertaining to open meetings as specified earlier.

President Skold advised the Board that policy regarding ethics would be forthcoming.

Director's Report

Director Bennett informed the Board that the Ethics Ordinance which was passed in 2004 needs updating. She will prepare a draft for the next board meeting.

The Director advised that the shelving in the New Book area of the library has been reconfigured and provides a preview of how the new Branch shelving will be set up. Both aesthetically and functionally it is a welcomed change and has been well received by our patrons.

The Library Renaming Project is progressing and over one hundred suggestions have been received. Basically, there are four major themes which have emerged from within the submitted entries, those being 1)Dundee, 2)Fox, 3)Kane and 4)Prairie. Upon completion of examination and research, library management and staff will pare the list down to three options based on the criteria previously set forth. These names will then be sent out to the Board for consideration. Formal action will be on the agenda for the April Board Meeting.

HRadvantage, a division of Gallagher Benefit Services, Inc., has been retained to perform HR services for the library on a month-to-month basis. Director Bennett advised that six new positions have been filled, three of which began work the week of March 4. The remaining three will begin next week pending background checks. The library will then be fully staffed.

Book Wholesalers, Inc. (BWI) has been selected to provide collection services for the new Branch and will handle the ordering and receipt of books in time for the grand opening of the Branch facility. BWI offered more favorable financial terms than its competitors.

Director Bennett informed the Board that due to budget constraints, the study room, as well as some furniture pieces at the Branch facility have been eliminated as of this time. The possibility of forthcoming sponsorships could alter these decisions, however.

Consent Agenda

- Exhibit A.1 Minutes from the February 13, 2012, Board of Trustees Meeting
- Exhibit A.2 Minutes from the February 13, 2012, Board of Trustees Executive Session
- Exhibit A.3 Bills Paid Report for February, 2012
- Exhibit A.4 Monthly Gross Payroll for February, 2012, totaling \$85,034.30
- Exhibit A.5 Monthly Financial Report for February, 2012
- Exhibit A.6 Monthly Cash Summary for February, 2012

It was moved by Vice President McDonald and seconded by Trustee Lechuga that Exhibits A.1 through A.6 be considered as presented. Voice vote: 7 ayes, 0 nays. Motion carried.

It was moved by Trustee Bagshaw and seconded by Trustee Molinaro that the Consent Agenda be approved. Roll call vote: Vice President McDonald –aye, Secretary Corbett- aye, Treasurer Raven –aye, Trustee Bagshaw –aye, Trustee Lechuga –aye, Trustee Molinaro–aye and President Skold –aye. Motion carried.

Old Business

- Exhibit B.1 Gifts, Donations and Sponsorships Policy – Second/Final Reading

It was moved by Trustee Molinaro that Exhibit B.1 be approved. Seconded by Vice President McDonald. Roll Call vote: Vice President McDonald – aye; Secretary Corbett – aye, Treasurer Raven – aye, Trustee

Bagshaw – aye, Trustee Lechuga aye, Trustee Molinaro – aye, and President Skold – aye. Motion carried.

New Business

Exhibit C.1 Action - Commercial Insurance Package

Trustee Molinaro moved to consider the Commercial Insurance Package. Seconded by Vice President McDonald.

Discussion: President Skold reminded the Board that the need for this item stems from the immediate need to replace our present insurance provider. President Skold and Treasurer Raven met with our broker in this regard. Comparable coverage and premiums were submitted by Chubb and Indiana. Administration recommended Chubb. Trustee Molinaro informed the Board that Chubb maintains a favorable reputation in the business community.

Several actions are needed in regard to awarding this contract, one being the necessity of obtaining an updated appraisal on the building by an independent appraiser. It was noted that at present the value of the building is shown as \$5 million dollars. It was felt that this amount should be closer to the \$8 to \$9 million dollar range. Another consideration is the proper deductible amount. President Skold stated she would favor a \$5,000 deductible amount.

Secretary Corbett pointed out that it is the Board's responsibility to see that this building is adequately insured and must do what is necessary to accomplish this.

After considerable discussion, Board members were asked to consider the Premium Comparison Chart given to them and state their preference using the comparisons as a guide. The consensus favored a Blanket Limit \$17,450,020 w/ \$10,000 deductible. The major difference of opinion dealt with the deductible amount specified. President called for a vote.

Trustee Molinaro moved that we award Exhibit C.1 – Commercial Insurance Package for the existing library in the amount of \$17,450,000 Blanket Limit, with \$10,000 deductible to Chubb. Seconded by Vice President McDonald. Roll call vote: Vice President McDonald – aye, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Bagshaw – aye, Trustee Lechuga – aye, Trustee Molinaro – aye, and President Skold – nay. Motion carried.

Exhibit C.2 Action – Disposal of Assets Policy – First Reading

Trustee Molinaro moved and Trustee Bagshaw seconded that Exhibit C.2 – Disposal of Assets Policy – First Reading be considered as presented. Voice vote: 7 ayes, 0 nays. Motion carried.

Exhibit C.3 Action – Bid Contract for Library Branch Furniture

Trustee Molinaro moved we consider Exhibit C.3 – Bid Contract for Library Branch Furniture. Motion seconded by Vice President McDonald.

Discussion: Cost as presented total \$102,000. Original Board approval given in the amount of \$100,000.

Secretary Corbett asked what it would take to be totally and fully furnished by opening date. Sara Chrzanowsky of the Dewberry Corp. replied that if everything on the original list were achieved, the cost would run \$190,000. The new figure of \$102,000 represents the cost with modifications made to

the original plan. President Skold pointed out that the original budget as approved of \$100,000 should be adhered to. Secretary Corbett stated that 2% over budget, or \$102,000 did not appear to be unreasonable.

Director Bennett was then asked to explain the difference of the \$2,000 from the original estimate. She explained that it was mainly due to choosing a more expensive but better quality shelving material. She explained to the Board that since the costs would be paid over a two-year period, there would be adequate funds available to cover the difference. The majority number of Board members felt that they could not approve anything more than was previously authorized. President Skold called for a vote. Roll call vote: Vice President McDonald – nay, Treasurer Raven – nay, Trustee Molinaro – nay, President Skold – nay, Secretary Corbett – aye, Trustee Lechuga – aye, Trustee Bagshaw – abstain. Motion defeated.

President Skold then called for a new motion. Trustee Molinaro amended his original motion to read that we award Exhibit C.3 – Bid Contract for Library Branch Furniture in an amount not to exceed \$100,000 to Al Treiber Assoc. for shelving, end panels and canopy tops; Carroll Seating Company for Commercial Furniture, and Systems Furniture for Interiors.

Seconded by Vice President McDonald. Roll call vote: Vice President McDonald – aye, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Bagshaw – aye, Trustee Lechuga – aye, Trustee Molinaro – aye, and President Skold – aye. Motion carried.

Exhibit C.4 Action – Sponsorship Opportunities at Branch

Vice President McDonald moved that the Board approve Exhibit C.4 – Sponsorship Opportunities at Branch. Seconded by Trustee Lechuga.

Discussion: Director Bennett explained sponsorships would be acknowledged as a one-time fee. She suggested that one type of recognition of sponsorship could be in the form of a brass plate of some sort. Treasurer Raven suggested that when assigning a dollar value to items for sponsorship, we include the word “minimum” rather than a firm dollar figure. This way it gives donors the option to increase the donated amount to over and above the actual cost of such item. This allows donors the ability to give more than the minimum cost, which many will do.

Voice vote: 7 ayes, 0 nays. Motion carried.

Vice President McDonald questioned the reason the library no longer displays art, as it once did. Director Bennett advised that staff members had been advised that artists did not like the location available to them for their display. Consideration of this concern may be addressed at a future time.

President Skold called for other concerns and when there were none it was moved by Vice President McDonald and seconded by Trustee Bagshaw that this meeting be adjourned. Meeting was adjourned at 8:28 PM.



Richard V. Corbett - Secretary