

the future. Director Bennett will meet with the proper officials to determine if this remaining area should be annexed into a particular district. She pointed out that there remains a lot of non-annexed land throughout Illinois proper which is not taxed for services.

Treasurer Raven addressed the subject of collection agencies and asked the Director if such services were warranted within our library district. Director Bennett advised that in the past the library had purchased a block of collection services to cover mainly the cost of "lost" items. The former supplier has since disbanded and the library has not used any service since that time. She advised there is a fairly large amount of uncollected fees out there, however, and the need for collection services could present itself. Treasurer Raven suggested that if such a need arises, a formal presentation to the Board should be made for their approval.

President Skold inquired as to the status of a new Organizational Chart for the library. Director Bennett reported that it was a work in progress and should be available in the near future.

Considerable discussion was held between board members and library staff regarding various internet services presently available and used by library patrons, as well as future offerings. A lengthy discussion was held regarding items on "hold" and its application once the Branch is up and operating.

Treasurer Raven inquired as to the status of the fiscal budget, and where equipment purchases for the Branch fit into this budget. Director Bennett pointed out that although purchase orders have been placed (in order to receive the equipment by the Grand Opening), no actual charges will be paid in this fiscal year and payment will come out of next year's budget.

President Skold noted the decline in computer usage. Library staff advised that this is merely a reflection that patrons are using their own laptops etc. rather than using the library's computers.

Consent Agenda

- Exhibit A.1 Approval of items to be included in Consent Agenda
A.1.a Minutes from April 9, 2012, Board of Trustees Meeting
A.1.b Bills Paid Report for April, 2012
A.1.c Monthly Gross Payroll for April, 2012, totaling \$88,856.27
A.1.d Monthly Financial Report for April, 2012
A.1.e Monthly Cash Summary for April, 2012

President Skold called for a motion to include consent agenda items as presented. Vice President McDonald so moved, seconded by Trustee Lechuga. Voice vote: 6 ayes, 0 nays, motion carried.

Treasurer Raven moved and Trustee Bagshaw seconded that consent agenda items be approved. Roll call vote: Vice President McDonald – aye, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Lechuga – aye, Trustee Bagshaw – aye, President Skold – aye. 6 ayes, 0 nays, 1 absent, motion carried.

Old Business

Exhibit B.1 2012-05 Ethics Ordinance – Second/Final Reading

It was moved by Trustee Bagshaw and seconded by Vice President McDonald that 2012-05 Ethics Ordinance – Second/Final Reading be approved. Discussion: Trustee Bagshaw questioned if the new name of the library district would automatically apply to this ordinance. Director Bennett advised that the future name change would automatically replace the old name wherever applicable, once the name change goes into effect on July 1. The Director also advised that this ordinance had been examined and approved by the library attorney.

President Skold suggested that perhaps a section regarding ordinances needs to be added to the present Policy Manual and advised action regarding this addition will be addressed at a future executive meeting.

President called for a vote. Voice vote: 6 ayes, 0 nays, motion carried.

Exhibit B.2 Section 1 Policy Manual Bylaws Amendment – Second/Final Reading

Trustee Lechuga moved and Trustee Bagshaw seconded that Section 1 Policy Manual Bylaws Amendment – Second/Final Reading be approved. Voice Vote: 6 ayes, 0 nays, motion carried.

New Business

Exhibit C.1 June R. Abbott Wolk Trust

It was moved by Vice President McDonald and seconded by Trustee Lechuga that we 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.

Discussion: Director Bennett advised that she had approached the attorney regarding the amount of the Trust which would require documents showing the amount of \$1,194.67 due the library. She also suggested that if the Board had reservations regarding this action, the motion could be tabled until required documentation is obtained.

Vice President McDonald moved and Trustee Lechuga seconded that the original motion be modified and the matter tabled until the June meeting. Voice vote: 6 ayes, 0 nays. Motion carried.

Exhibit C.2 Equipment for Randall Oaks Branch Library

It was moved by Vice President McDonald and seconded by Trustee Lechuga that the Director be authorized to order 3M RFID equipment for the Randall Oaks Branch Library from SirsiDynix in an amount not to exceed \$175,000.

Discussion: The exact items covered include additional work stations, drop-off stations, and "holds." It was pointed out that any other concerns will be addressed as they materialize.

President Skold called for a 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.3 Commercial Insurance Package Adjustment

Vice President McDonald moved that the Board approve reducing the Blanket Limit on the library's Commercial Insurance Package to \$ 13,888,532.00 Trustee Bagshaw seconded.

Discussion: Since the appraisal and replacement value was fixed at a lower amount than originally used, the premium amount was adjusted accordingly. The Director advised this reevaluation saves us approximately \$2,500 in annual premium. She did express concern for the \$10,000 deductible amount and recommended \$5,000 instead. Discussion ensued regarding pros and cons of reducing the deductible, and in reviewing the history of claims against this amount, it was determined that logic does not warrant changing the \$10,000 to \$5,000 at this time.

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.

Exhibit C.4 Auditor Selection

Trustee Lechuga moved and Secretary Corbett seconded that the Director be authorized to retain Ron Amen of Lauderbach and Amen, LLC as the library's auditor for the next three years.

Discussion: President Skold questioned our responsibility to accept the low bid for these services. Director Bennett advised that "professional" services do not require we accept the lowest bid. Secretary Corbett questioned exactly what the difference in presentation was that encouraged the choice of a higher bidder. Director Bennett explained it boiled down to a matter of confidence in the service provider. She pointed out that Lauderbach and Amen has fifty CPAs on staff, as well as several libraries in their clientele list. She also stated Amen pointed out certain items of compliance that our library needs to address, which the other bidders did not mention.

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.

Exhibit C.5 Board Bylaws – Code of Ethics

Trustee Bagshaw moved and Vice President McDonald seconded that Board Bylaws – Code of Ethics be revised to include the wording: "In addition to complying with the Board's Ethics Ordinance the following applies" below the title.

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

Exhibit C.6 VOIP Telephone Services

Trustee Lechuga moved and Vice President McDonald seconded that the Board authorize the Director to negotiate and execute a contract for Hosted VOIP (Voice over Internet Protocol) telephone services for the district's two locations at an annual cost not to exceed \$10,800.

Discussion: Detailed Discussion on the proposed new system as proposed followed. Many benefits were outlined such as improved capabilities for handling incoming calls, routing calls, lines between facilities, etc. Director Bennett reported she was not aware of any library district in her immediate circle of peers that utilizes this service at this time, so it is impossible to check customer satisfaction regarding the provider's service quality. However, because the present system is so antiquated, a change is a necessity. She advised that the proposed network-based system is available from several companies, and we are awaiting bids in order to make an informed decision on a new system. At present, Comcast Business Services has presented a proposal for consideration. After all other bids are received. The Director will make the final decision within the amount specified.

NOTE: Trustee Molinaro arrived at meeting at 8:33 PM.

President Skold called for roll call vote on pending motion. Vice President McDonald – aye, Treasurer Raven – aye, Secretary Corbett – aye, Trustee Bagshaw – aye, Trustee Lechuga – aye, Trustee Molinaro – abstain, President Skold – aye. 6 ayes, 0 nays, 1 abstain. Motion carried.

Board Discussion (Trustee questions, future agenda items, etc.)

President Skold reiterated her desire to see a new organizational chart as soon as possible.

Treasurer Raven asked for an update on roof repair.

President Skold reported that she feels despite apparent delays, the work will be completed in a timely manner. She has confidence in HR Green's ability to provide the necessary guidance to keep the project moving satisfactorily. It is their responsibility to keep the sub-contractors on target to meet projected completion. Presently, the fascia work must be completed before insulation etc. can be accomplished. Even though this is running behind schedule at this time, it is not considered an insurmountable problem. It is felt it is still possible to complete the project during this fiscal year.

Director Bennett pointed out that since full payment will be made only upon completion of the work, it is advantageous for the contractors to keep the project moving along.

President Skold will continue scrutinizing the progress of the project.

There being no further business to bring before the Board, the meeting was adjourned at 8:40 PM by voice vote.



Richard Corbett
Secretary