

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, January 14, 2019

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge; Mrs. Houston; Mr. Laureys; Mrs. Morris; Mrs. Muller, Mr. Pankey, and Mrs. Sorensen. Trustees absent: none. Staff present: Tom Kern (Library Director); Elizabeth Greenup (Assistant Library Director); Visitor(s) present: none

Mr. Pankey presided. The meeting took place in the Lincoln Room.

Roll was called.

PRESENT: Coolidge, Houston, Laureys, Morris, Muller, Pankey, Sorensen
ABSENT: none

AUDIENCE TO VISITORS

No visitors were present.

ACTION: MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2018

One correction was noted.

Mrs. Muller made a motion seconded by Mr. Laureys to approve the minutes of the December 10, 2018 meeting, as corrected. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND BILLS

The current financial and budget reports were discussed. Topics included: interest income; Landworks Ltd. – pavers, landscaping and long built-in bench progress; Capital Improvements is the main budget line for the construction project; projected surplus after construction has been paid; fund abbreviations for library item classification codes and the library's automated acquisitions system (Polaris); Wauconda Fire Department CPR classes for library staff.

Mr. Laureys made a motion seconded by Mrs. Morris to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT:

Motion carried.

LIBRARY USAGE REPORT

Library usage statistics were discussed. There was some discussion of the library's online offerings, and whether or not usage of digital content has increased during the construction project. It was noted that Hoopla usage is finally leveling out.

LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mr. Kern gave a progress report on the construction project. He noted that the project is just about finished, with the exception of the steel railings that will follow along the stairs and ramps and the heating system under the stairs and ramps. He noted that this system is ready except for the final hookup to the library's electrical panel, explaining that this requires some special parts that were ordered back in September but that it now takes 18 weeks to receive parts such as these, thanks in large part to the tariffs that have been imposed.

Mr. Kern reported briefly on the insurance claim and roof repair, noting that the repair had begun and would be finished around January 21, and that the front entrance would then be opened for public use January 22. There was some discussion of the approval of Featherstone as construction manager for the roof repair and whether or not there would be documentation of the repair.

Mr. Kern noted that a large rock had been added to the landscaping that would serve well as an outdoor location for the project's dedication plaque.

Mr. Kern reported that the library had received a payment of \$22,000 for the insurance claim – about half or the insurance estimate to date. He explained that the other half would be paid upon completion of the work.

Mr. Kern reported that two leaning light poles in the parking lot had been righted and firmed up to their bases, and that the parking lot lights are now finished.

Mr. Kern noted a February 15 court date regarding the Lakemoor TIF lawsuit.

Mr. Kern reported that the December CPI figures were in and that the tax cap for 2019 (to be applied in 2020), would be set at 1.9 percent. He noted that the 2018 CPI that would apply to 2019 revenue was 2.1 percent.

Mrs. Greenup (Assistant Library Director) requested that each trustee update their contact information.

The library's Mission Statement was discussed briefly.

The Administrative Services Manager's attendance of an HR Networking Group meeting was discussed briefly.

Mr. Kern's role as the library's FOIA contact was discussed briefly.

SUGGESTION BOX

Suggestions were discussed briefly. .

NEW BUSINESS

Mrs. Morris suggested that the Agenda for the February 11 board meeting include a discussion of the library's Disaster/Emergency Plan. Mr. Kern said he would email trustees a copy of the existing plan.

ADJOURNMENT

Mrs. Morris made a motion seconded by Mr. Laureys that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at about 8:30 p.m.

Approved February 12, 2019

President

Secretary