

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, March 11, 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. Muller, Mr. Pankey, and Mrs. Sorensen. Trustees absent: Mrs. Morris. 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, Muller, Pankey, Sorensen**

**ABSENT: Coolidge, Houston, Morris\***

**AUDIENCE TO VISITORS**

No visitors were present.

**ACTION: MINUTES OF THE REGULAR MEETING OF February 11, 2019**

**Mrs. Muller made a motion seconded by Mr. Laureys to approve the minutes of the February 11, 2019 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: Projected surplus for the year in spite of construction project; insurance claim is now included in the report as unbudgeted income and expense that are now almost equal; interest income much higher thanks to higher rates and higher cash inflow due to construction loan; payroll is \$72,000 under budget due to several position vacancies yet to be filled.

**\* Thea Morris called in at 8 p.m. from remote location and asked to join the meeting.**

**Mr. Laureys made a motion seconded by Mrs. Sorensen to allow Mrs. Morris to join the meeting by remote telephone, citing employment purposes (5 ILCS 120/7-a-ii) as her reason for attending remotely by telephone. Voice vote. All in favor. Motion carried.**

**Mrs. Muller made a motion seconded by Mr. Laureys 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: Morris, Laureys, Muller, Sorensen, Pankey**

**NO: none**

**ABSTAIN: none**

**ABSENT: Coolidge, Houston**

**Motion carried.**

### **LIBRARY USAGE REPORT**

Library usage statistics were discussed. Topics included: Decrease in self-renewals due to automatic renewal; eContent circulation is down – Mr. Kern noted that this is reflective of market trends; Zinio is being discontinued because they no longer offer the popular titles to which the library had subscribed; brief discussion of the patron counting system.

### **LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS**

Mr. Kern discussed his recommendation that the roof undergo a more conventional inspection before committing to infrared scanning of the entire roof. He noted that when the fire-damaged roofing was repaired, the surrounding roofing was stripped down to the wood, revealing that the 22-year-old all-wood roof decking is apparently in excellent condition. He noted that there are several problematic areas located at the corner drains, two of which will be repaired soon. Mr. Kern said he would try to have a list of recommended roofing inspection companies for review at the April 8 board meeting.

Mr. Kern reported that he was requesting proposals from commercial glass and window contractors for the replacement of three windows that clearly have broken seals and condensation inside their double panes.

Mr. Kern reported that a touchscreen TV that will serve as an interactive Donor Recognition Display had been shipped and should arrive within a few days.

Mr. Kern noted that the Personnel and Salary Committee should plan to meet in late April or early May. He said he would be in touch with Committee members soon to line up a date and time.

Mr. Kern pointed out that the library may be featured briefly on A&E in the future. A short segment of “Operation Miracle”, featuring one of our patrons and his family, was shot here – mostly at the Maker Space in Kid City.

Mr. Laureys asked about the federal erate program, and Mr. Kern described it briefly, noting that this program will potentially save the library up to \$15,000 this year because of the need to purchase new network switch equipment.

Mr. Kern reported on the Lakemoor TIF lawsuit briefly.

Departmental reports were discussed briefly. Mr. Pankey said that library staff is doing a great job and their work is much appreciated.

### **SUGGESTION BOX**

Suggestions were discussed briefly. Elizabeth Greenup noted that while some titles are holding strong in hard copy, magazines continue to go online.

### **NEW BUSINESS**

Mr. Kern reported that he had begun working on the dedication plaque for the current construction project, and the names to be listed on the plaque were discussed. He noted that the ribbon-cutting ceremony celebrating the completion of the project is now being planned for a Saturday in September, in conjunction with the library's 80<sup>th</sup> anniversary celebration, a kickoff of the new Wauconda Area Library Foundation, and related programming likely to fill much of that day. It was determined that the text of the plaque should be approved by the board at their next meeting.

### **OLD BUSINESS**

Mr. Kern recommended that the board approve Featherstone's Supplemental Agreement for an additional month of services as Construction Manager, due to delays beyond the contract parameters that were not caused by Featherstone. Mrs. Morris thanked Mr. Kern for all the information he had provided in response to her questions in advance of the board meeting. She voiced her preference that this work ideally would have been included in the original contract.

**Mr. Laureys made a motion seconded by Mrs. Muller to accept the bills, to Approve Construction Manager Featherstone's Supplemental Agreement, as amended, for completion of construction project, capped at \$22,000 and proportionately less if completed early.**

### **Roll call vote**

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

**Motion carried.**

### **ADJOURNMENT**

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

The meeting adjourned at about 8:58 p.m.

Approved April 8, 2019

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President

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Secretary