

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, September 13, 2021

The meeting was held online via Zoom at 7:00 p.m. with the following Library Trustees present: Trustee Coburn, Trustee Coolidge, Trustee Flanagan, Trustee Pankey, Trustee Sorensen, and Trustee Morris. Trustees absent: Trustee Laureys. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager); Molly Jostock (Operations Manager).

The meeting took place online via Zoom. All participants verified no one was in the background as a visitor.

Dan Pohrte from Product Architecture + Design and Jeff Chamberlin from 20/10 Engineering Group, LLC were in attendance as visitors.

Trustee Morris called the meeting to order.

ACTION: APPROVE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 16, 2021

Tabled. We experienced several technical difficulties, which affects the creation of the minutes.

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

Trustee Pankey made a motion seconded by Trustee Coburn to accept the bills and to pay the bills as presented.

Roll call vote

YES: Coburn, Coolidge, Flanagan, Pankey, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Laureys

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Director Greenup indicated that library usage continues to increase. Door count was over 6,000. Services like computer use, printing and copying are increasing, and interlibrary loan is reaching pre-pandemic numbers.

COMMITTEE REPORTS

None.

NEW BUSINESS

ACTION: APPROVE NON-RESIDENT CARD FEES

Trustee Flanagan made a motion seconded by Trustee Sorensen to approve the non-resident card fees of \$352 per individual.

Director Greenup explained this needs to be approved annually by law. The fee is calculated off the amount of tax revenue received, number district households and average household.

Roll call vote

YES: Coburn, Coolidge, Flanagan, Pankey, Sorensen, Morris

NO: none

ABSTAIN: none

ABSENT: Laureys

Motion carried.

DISCUSSION: HVAC

Dan Pohrte, Product Architecture + Design, and Jeff Chamberlin, 20/10 Engineering Group, LLC, presented their recommendations for updating the library's HVAC systems. Due to continuing labor shortages, steel shortages, price estimates continue to increase. Delivery times are around 4-6 months. Jeff said he has had a difficult time even getting estimates because companies are short-handed and backed up with jobs.

The four-rooftop units will be replaced by one large unit that houses the condenser and air-handling unit. There is more work to be done between the roof and inside mechanicals, explaining some project cost increase. The one condensing unit at the back of the building will be replaced.

There was discussion about how to break down the project into pieces - upstairs vs. downstairs, equipment and going out to bid. Dan estimated it would cost about \$40,000 to go out to bid as a onetime cost. If we go out to bid and do not award any contracts and go out to bid again later, there is no secondary cost, unless codes change which changes the project.

Jeff indicated we may see cost savings by delaying the process until next year. We just do not know at this time.

Director Greenup asked about shutting down the air systems in spring since we are still dealing with a pandemic situation and rely on our fresh-air intake system to circulation throughout the building. Dan and Jeff said yes, we would be without air movement but would add in temporary units to the bid packet as a solution.

Dan and Jeff left the meeting at 7:37 p.m.

COMMUNICATIONS

None.

ADJOURNMENT

Trustee Pankey made a motion seconded by Trustee Flanagan that the meeting be adjourned.

YES: Coburn, Coolidge, Flanagan, Pankey, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Laureys

The meeting adjourned 7:41 p.m.

Approved October 11, 2021

President

Secretary