

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

Monday, November 11, 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 Laureys, Trustee Pankey, Trustee Sorensen. Trustees absent: Trustee Morris. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager), Julie Cerqua (Administrative Services Manager) Terry Weingart (Business and Finance Manager). Visitor(s) present:

AUDIENCE TO VISITORS

None Present.

ACTION: APPROVE MINUTES

Trustee Coburn motioned to approve the minutes; seconded by Trustee Flanagan.

Roll call vote

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

Motion carried.

ACTION: APPROVE MINUTES OF SPECIAL MEETING

Trustee Pankey motioned to approve the special meeting minutes; seconded by Trustee Coburn.

Roll call vote

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

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENTS

Trustee Pankey asked for an update on the install of the new staff bathroom sinks.

Director Greenup responded that one of the faucets was not working. The team brought in to fix it advised that if they were to fix just the faucet, the already cracked basin would likely fall apart so the staff bathroom was overhauled, since it was long overdue. Updates included new sink basins, automatic sinks, and toilets. The greatest positive being that there are now less touch points allowing for safer cleaning practices amidst the pandemic.

Trustee Coolidge motioned to approve the Financial Reports and Payment of Bills, Trustee Sorensen seconded.

Roll call vote

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

Motion carried.

LIBRARY USAGE STATISTICAL REPORT

Director Greenup mentioned that October was a great month showing numbers in line with the August highs. The children's books were being highly utilized and checked out in October. It was a good month overall.

LIBRARY DIRECTOR REPORT

Director Greenup gave the report saying that the library staff are doing their best to promote collections with the continuance of grab and go bundles from kid city and other projects. When the library transitioned to "fine free," unaccounted for items were sent out to collections to account for any missing merchandise since the start of the COVID shutdowns.

Friday afternoon the village finished the asphalt at the front entrance and the sidewalk cement is in place.

Outreach events used to be focused with special attention to library tours. Previously, these activities would include bus transportation in and out for all grade levels but are on a hiatus for now. With the recent push for vaccinations of youth, library professionals may return to school outreaches by bringing the tours back to the library.

The Foundation is set to hold their next meeting on December 2nd at 6:30pm in person at the library.

Trustee Laureys gave compliments to the library. He thought the trunk or treat outreach was a great idea with an extra card hand out allowing patrons to visit the library to obtain another treat.

Director Greenup gave credit to Librarian Norma for the idea as she performs this with the bilingual kids. To date, the extra card hand-out successfully saw 40-50 visitors to the library.

There are hopes to utilize the same idea at the Wauconda Holiday walk in December.

Trustee Sorensen asked if the computers are up and running.

The installers are waiting for the next Microsoft patch to release but there is no ETA. This is because it is a rather large update.

Ms. Jostock mentioned that the last release is the terminal end to windows 10 so to initiate the installs with the current Windows 10 would be counterproductive.

Trustee Flanagan inquired as to the financial transactions from this project thus far.

Director Greenup informed the board that the library has paid the balance of the received equipment in full but will not pay for the installation until it is complete.

COMMITTEE REPORTS

None.

NEW BUSINESS

ACTION: IGA

With COVID and the resulting virtual programming, there have been joint ventures where libraries would partner with other libraries to do some large scale programming. Wauconda Area Public Library did this with the museum series earlier in the year.

Northbrook library spearheaded a gathering of planners to look at future endeavors like these and the outcome of the subcommittee meetings was this intergovernmental agreement. Northbrook handling joining fees (\$750) based on budget and managing accounting. Separate small fee for bookings.

The idea being that libraries would pay a program fee based on population of the library to sign on with Northbrook Library and RAILS. They would then orchestrate the large-scale programming. Northbrook will manage the accounting. It will start as a 6-month pilot program and if it proves beneficial the committee will formulize the program as a 501c3. As of a couple weeks ago 93 libraries have signed onto the program.

Our attorney took a look at the structure and fees and everything looks good. Katie Hill is a trusted source and since she is spearheading there is faith in the integrity of the program

Trustee Coolidge asked if by signing on we were required to then promote all the programs.

Ms. Jostock expressed that we have a choice in which programs we choose to promote. From there the program would provide the link to the program and host the event themselves. Our library would not handle the logistics or additional work of the programming

Trustee Sorensen motioned to approve the IGA; Trustee Coburn seconded.

Roll call vote

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

Motion carried.

Discussion: Review Per Capita Grant

Director Greenup explained that this is in reference to our annual grant through the state of Illinois and the board is required to review the “serving our public well” workbook to meet grant requirements. We open for discussion to see what we are doing well and to see what gaps need to be filled in.

The grant was for \$38,000 in past years but has increased to \$40,000 for this next cycle.

Board members were to review chapters 1-7 for this meeting and to come prepared with any questions.

Director Greenup proceeded with a summary of these chapters.

Chapter 1: Our library meets the designated core standards.

Chapter 2: Our strategic plan was postponed but Director Greenup is looking into initiating this again.

Chapter 3: Annual report is complete and submitted with plans for policy reviews and updates and at the December Board Meeting.

The orientation for new board members is lacking but our attorney advised, recently, that he can perform an orientation and walk trustees through various pieces such as; government structure, levy ordinances, B&A, etc. This can be done at a regular board meeting or a special board meeting. He is also willing to meet with just a couple of people if that is what the board would prefer. There would be a fee for his time.

Trustee Flanagan suggested the possibility of recording said session and use the recording to create an onboarding booklet so we only pay the fee once.

Staffing levels are currently fine due to the limited services right now.

Chapter 4: Asks us to review our long-term space needs. This should be revisited every 5 years with an assessment to determine how the building meets community needs. This will coincide with our strategic plan. It is a discussion we should keep on our radar.

Chapter 5: We met all requirements.

Chapter 6: Goes over building and safety. We got away from fire and tornado drills because of the remote capacity during COVID. Staff put together training videos to go over steps to take during these emergencies but the practice has been postponed until we return to higher capacity in-person work.

Chapter 7: we achieved all measures.

The grant application is due January 15th.

Trustee Coolidge asked if our recent renovation applies to our discussing space needs.

Director Greenup responded it does however that was already 2 years ago and we are coming up quickly to the next evaluation.

Trustee Coolidge questioned whether or not there was a warranty for the new heating mat that is not working in the front walk.

Director Greenup mentioned that the company has to take out the pavers and send in the mats and we should receive credit. It takes approximately 2 weeks for the new mat to arrive so hopefully the replacement will be complete before the first snow.

OLD BUSINESS

DISCUSSION: HVAC

Trustee Laureys gave background on his gathering of information. From the research, he identified 3 viable options:

We could continue with the equipment as is and reevaluate in a year. A reach out to Murphy Miller, the current contractor used in equipment maintenance, revealed that it would not be a problem to maintain the current equipment but parts and fluids involved may be more challenging and costlier to acquire if there is an issue.

We could redesign the entire system as presented at one of our previous meetings. There are currently two distinct areas with units because of the building addition. The air handling unit and four condensers currently reside downstairs and the rest of the units exist on the roof. We could redesign the duct work and move all units to the roof as a 60 ton unit that would run off the current pneumatic sensors that could be transitioned to electronic sensors in the future. This option costs \$850,000 to \$1 million.

Lastly, we could replace the current systems as a one to one replacement to update the units. This option would have the same flow and similar size units. The cost for the units is approximately \$91,000 with labor costing between \$180,000 and \$200,000.

The goal is to have a board decision by year end.

Trustee Laureys added that the equipment is from the late 1980s, long past their useful life. It is believed that prices will not drop and they will increase at the first of the year. The current R22 fluid is challenging to find and very expensive in case of repairs.

Trustee Laureys mentioned that the split units help with temperature control in the case that one unit goes out.

The pneumatic sensors have a system that removes condensation and if that is the route we continue down we can always adjust to electronic controls at a later date.

Director Greenup noted that a larger replacement overhaul would mean that out of fresh air intake system would be offline for an extended period of time and that this may not be wise during a pandemic.

Trustee Laureys continued. If we redesign the entire project and utilize the architect and the engineer the fees would be based of a percentage of the total project cost and the architect fee would be approximately \$39,000 but if we replace our units right now as a one to one replacement then we could manage the whole project ourselves without using an architect and going out to bid ourselves.

The attorney would prefer we use an architect/consultant and engineer.

Trustee Coolidge queried the longevity of the units for each replacement option saying that may weigh in on the decision making.

Trustee Laureys responded that each project option would match in lifespan for each replacement unit.

Trustee Laureys also mentioned that if we have to request for proposals there will be an extra step before we can initiate the replacement process.

Trustee Coburn requested information regarding the firm that would be targeted for the bid process at this point.

Director Greenup informed the board that if we have a good working relationship with a firm we already utilize then we don't have to go for the request for proposal route. Featherstone and Architect Dan did front walkway, second story addition, and the 2015 interior design.

Trustee Laureys asked about personal project priorities in planning out how to present this information to the board for action at a later date.

Trustee Sorensen would like to go out for proposals to see if there are other options.

Director Greenup said she would reach out to Architect Dan and Featherstone to see if they are even interested in the project to get an idea of fees. If we go one to one replacement we will have to pay some fees but we will be saving money as we won't be going after the full redesign. She will also reach out to the attorney to gage the timeline of performing our own RFP and then those proposals and qualifications will have to be presented to the board for decision making. Will have to determine whether this will be a fall or a spring project.

Trustee Laureys suggested check back with architect Dan on cost because the general consensus is these equipment costs are going to go up at the beginning of the new year. Let's see where the fees come back and then see about potentially going out with an RFP at that point.

Trustee Sorensen asked who we use for HVAC maintenance now.

Director Greenup responded that we use Murphy Miller but we could not use them as a source for information because they would be part of the bid process if it comes to that.

Trustee Laureys reiterated again, against the attorney's recommendation, we could go out to bid ourselves and shift the work onto the contractor so we don't have to face dealing with change orders and things like that.

Trustee Coolidge wondered if we have to pay for Featherstone and others to even present their bids. We should not have to pay for estimates, correct?

Director Greenup mentioned that previously when there was a bid process all potential stakeholders presented their findings and then the winning bid receive payment for those efforts. From there the contractors took over the work and Featherstone took a back seat. We are looking to have the bid piece handled.

COMMUNICATIONS

Director Greenup stated that it is nice to get suggestions again as it has been some time since the library received them.

Last page of the packet is a teen resource and was included because the library is part of a group of community programs that come together to work on the prevention of substance abuse.

Ms. Jostock expanded that previously the United Partnership meetings for substance abuse called "Choose Your Path Coalition" outgrew United Partnership because of funding, etc. This resource guide was created by teens from the high school that act as teen and youth representatives and they incorporated the library in this project.

Trustee Flanagan asked if we currently host Narcan training more specifically with the library staff.

Director Greenup replied that with COVID it is not happening at this time.

Trustee Pankey motioned to adjourn the regular board meeting; Trustee Flanagan seconded.

Roll call vote

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

Motion carried.

Meeting adjourned at 8:03 P.M.
Approved December 13, 2021

President

Secretary