

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 18, 2018

**Board of Trustees Regular Meeting
July 18, 2018 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:09 p.m. Acting-Secretary Damon called the roll.

Present: Asma Akhras, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent: Beena Deshmukh

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Dan Eallonardo from Independent Construction Services regarding item 2 of Unfinished Business

President Suriano asked for additions and/or corrections to the agenda. There were none.

- B. Mission Statement: Acting-Secretary Damon read the library mission statement. We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Acting-Secretary Damon read the library vision statement. Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

C. Public Comment

D. Communications and Announcements

1. SWAN to IPPL re: Annual Membership Fee
2. Voss to Nancy re: Money Market Rate Change

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 20, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2018-7 Amending Budget and Appropriation Ordinance for the Fiscal Year 2017-2018
5. Proposed Change to Policy 809.2 Photocopying, Printing, Faxing, Notary Stamp
6. Proposed Change to Policy 811.6 Volunteer Privileges

Damon moved, Akhras seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that Representative Durkin, Senator Curran and Representative Olsen will be hosting an environmental forum in our meeting room on August 23 at 6:30 p.m.

H. Department Reports

At this point Dan Eallonardo from Independent Construction Services spoke to the Board regarding item 2 of Unfinished Business (Parking Lot Update). He left at 8:20 and the Board continued with the rest of the agenda.

I. Staff Report – none

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report.
4. Finance Committee – no report.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report.

K. Unfinished Business

1. Exterior Masonry Work Update - Birmingham reported that there were 8 contractors at the pre-bid meeting last week. Bids will be opened on July 23.
2. Parking Lot Update - Dan Eallonardo of Independent Construction Services introduced himself to the Board. They are overseeing our parking lot rehabilitation. Dan reviewed the process with the Board. Manhard Consulting created the bid documents and drawings. There is a pre-bid meeting on August 1 followed by the bid opening on August 8. There may be an addendum issued to the documents if there are any questions at the pre-bid meeting. Following the bid opening, Dan will do a scope review, analyzing the results and will talk to one to three of the lowest bidders to make sure they understand the complexity of the work. Dan will give his recommendation at the August Board meeting. The Board can authorize someone to sign the contract. Dan reviewed the engineer's preliminary opinion of probable cost contained in the board packet. The total project budget includes the cost of construction plus the soft costs (20% contingency, professional fees and other costs such as material testing). Dan explained that this is a lump sum bid which means that contractors bid the job based on the work described. But if something else comes up there is the contingency. Dan said that there is a very low probability that we would exceed the \$75,000 contingency. He noted that the parking lot is in good shape for its age and they don't see signs of failure. The engineer and Dan will review change orders. The Board can give the authority to someone to approve a change order up to a certain dollar amount. Dan oversees the work and the engineer and an independent inspector will do material testing. With respect to the budget, Dan noted that there isn't value engineering with this project. The Board could decide to do the project in the spring but he pointed out that construction is booming right now in the Chicago area, contractors are very busy and prices are going up. The Board could also decide to do half the project now and half later but with that scenario the library would incur the soft costs twice. We also risk construction prices being higher in the spring. Bukovac pointed out that the money is coming out of reserves and not the operating budget. She asked the Trustees to be thinking about whether there is a limit on

how much they would approve to spend on the project so that they are ready to make a decision when the bids come in.

L. New Business

1. Self-Checkout Software – Bukovac reviewed her memo contained in the packet with a recommendation for self-checkout software. She noted that although there are similarities between the three quotes we reviewed, MK Solutions had the most up-to-date product with features such as a “help” button and the capability for the software to keep working even when SWAN is down. Ruscitti moved, Megaridis seconded to purchase self-checkout software from MK Solutions in the amount of \$6,100.00. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
2. Adopt Tentative Budget & Appropriations – Damon moved, Krupicka seconded to adopt the Tentative Budget & Appropriations Ordinance. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
3. Ordinance 2018-6 Determining to Levy an Additional Tax of .02% - Krupicka moved, Damon seconded to approve Ordinance #2018-6 Determining to Levy an Additional Tax of .02%. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
4. Audit of Secretary's Minutes & Review of Closed Session Minutes - Krupicka and Suriano conducted the audit and review. Krupicka reported that the minutes are in order and they recommend keeping all closed session minutes closed. Krupicka moved, Megaridis seconded to keep all closed session minutes closed. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
5. Trustee Responsibilities – Suriano reviewed the meeting requirements for IPPL Board and Committee meetings. She stressed how important it is to have four Board members present in order to form a quorum and asked that Trustees give advance notice if they are not able to attend a meeting. She also reviewed the permitted excuses for a Trustee to attend a meeting by video or audio conference. She reminded Trustees that a quorum of the Board or Committee must be physically present at a meeting in order for a Trustee to attend by video or audio conference. Suriano reported that Akhras has accepted a two year position in Dubai and at this time she plans on remaining on the Board and attending meetings electronically. Lastly, Suriano asked the Trustees to attend some of the upcoming special events we are having for the library’s 30th anniversary on Saturday as well as the Little Town ribbon-cutting on July 28.

M. Scheduled Meetings

Special Board Meeting Tuesday, 7/31 at 6:30 p.m.

August Board Meeting will be Wednesday, 8/22 at 6:00 p.m.

N. Community Events

O. Library Event

Pet-Palooza, Saturday, July 21, 12:00 – 3:00

Andrew Salgado Concert, July 21, 3:30 – 5:00

LittleTown Ribbon Cutting, Saturday, July 28, 10:30

P. Adjournment

At 9:00 p.m. Krupicka moved, Akhras seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Donald Damon, Acting-Secretary