

February 12, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 12, 2003.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:32 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham; Eva Weiner; and Carolyn A. Anthony, Director.

Members absent: Susan Greer and Diana Hunter, President Emerita.

Visitors present: Richard Spicer, Fred Berglund & Sons, Inc. and Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 8, 2003

Mr. Witry made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of January 8, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Approval of Change Orders

Mrs. Anthony reported that there are nine change orders this month for a total of \$30,505.20.

Two of the change orders are for items in connection with expanding the parking lot. One is from Kerrigan in the amount of \$5,775. for disconnecting the sewer and water at the connection to the main for the house at 7925 Park as required by the Village. The house is scheduled to be demolished February 13. Another is from Camosy in the amount of \$5,053.00 for providing a sidewalk along Park Avenue to the west of the new parking lot. This work was required by the Village and has been completed by Camosy on a time and material basis.

Several change orders deal with unforeseen conditions in the west building. The first is from Camosy in the amount of \$6,041.00 for work above and beyond typical floor preparation and cleaning in preparation for carpet laying. Camosy conscientiously did the

job right rather than glossing over prior latexing, irregularities from trenching, etc. Their proposal is to split their actual costs.

Kerrigan Plumbing has a change order for moving the waste and vent line for an open site drain required for the fire protection sprinkler. The wall in which the drain was previously located was demolished and the line would have run through an open area. The cost of this change is \$1,554.00. Another Kerrigan change is for \$1,338. for an additional vacuum outlet, needed to provide coverage of all areas in the west building.

Plans called for the two doors to the south courtyard to be reversed in swing since previously exit through the courtyard was part of the emergency egress system and now persons in the courtyard would reenter the Library and exit through the main doorway on the west. It will be wonderful to allow patrons to sit out in the courtyard in warm weather. After reviewing the condition of the doors and hardware, Alliance Glass and Metal recommended replacement of the doors at a cost of \$4,646.00.

Another change is for \$1,810.20 from Crouch-Walker for additional masonry work required to repair and finish brickwork next to a removed doorframe.

There are two other change orders from Camosy for miscellaneous items. One is in the amount of \$2,857. for demolition of the former JCPL area on the second floor. Although demolition plans called for demolition of the exterior walls of the area, they did not detail the interior partitions and raised floor which required extra demolition work. The other is a charge of \$1,431.00 for Camosy to refurbish and reinstall the aluminum letters on the west building exterior.

Mr. Witry requested that photos of 7925 Park be taken before and during demolition. Mr. Spicer will ask Ed Siemsen, Site Superintendent, to take the photos.

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE ALL NINE CHANGES ORDERS FOR A TOTAL OF
\$30,505.20 AS PRESENTED.

The roll call vote for approval was unanimous.

Approval of Reduction in Fees for Camosy

Mrs. Anthony reported that Camosy, the general trades contractor for the building project, has requested a reduction in retainage for some subcontractors whose work has

been completed. The amount of the request would constitute approximately 3% of our retainage for Camosy and we would still hold 7% at \$296,547.00.

Consent of surety has been received and both Richard Spicer and Jack Lesniak are in agreement with the reduction.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE A 3% REDUCTION IN RETAINAGE FOR CAMOSY, INC.

The roll call vote for approval was unanimous.

Approval of Reduction in Retainage for Riddiford Roofing

Mrs. Anthony reported that Riddiford Roofing has completely finished with their portion of the work on the building project. They have requested a reduction in retainage from 10% to 5%. If granted, the Library would still hold \$47,832.10.

The Library has not yet received consent of surety, but was told that it is en route. Richard Spicer and Jack Lesniak are in accord with the reduction. Although we have not yet received the warranty documents, both roofs and the roof landscaping are warrantied. Riddiford has been a very cooperative contractor and we have had no complaints with their work.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE REDUCTION IN RETAINAGE FROM 10% TO 5%
FOR RIDDIFORD ROOFING.

The roll call vote for approval was unanimous.

Approval of Additional Order for Refurbished Office Environments

Mrs. Anthony stated that the original contract for office landscaping furniture included \$34,036.81 for furnishings for the first floor, primarily for the Circulation Work Room. After reviewing all areas on the first floor, there are additional needs for the Readers Services Desk area and office behind, for the AV Office, the shelvers' office and a few changes for the Circulation Department. In some cases, the office landscape components will substitute for millwork which had originally been specified. The component furniture will provide greater flexibility. The expense for the additional furniture, inclusive of delivery and installation, is \$23,889.63.

This amount is within the budget allotted for furnishings.

Discussion followed regarding millwork.

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF ADDITIONAL INSCAPE FURNISHINGS FROM REFURBISHED OFFICE ENVIRONMENTS IN THE AMOUNT OF \$23,889.63.

The roll call vote for approval was unanimous.

Approval of Outstanding Charge from Refurbished Office Environments

Mrs. Anthony said trustees may recall the correspondence from Refurbished Office Environments regarding restocking and storage fees for a changed installation date for the first furniture shipment. The original date was based on information from Debra Auer and Richard Spicer. Debra Auer, the Interiors Professional for OWPP, advises that such charges are customary.

The cost of the restocking and storage is offset by a credit for substitution of a less costly fabric in the amount of \$3,363.26.

Therefore, the net add would be \$6,718.74. The Board considered the matter at the meeting of July 31 and tabled the issue until later in the project, stating that we would wait to see how satisfied we were with ROE's work. ROE has completed most of the installation at this point and has been cooperative in taking care of punch list items. Mrs. Anthony recommends that the Board approve the payment of \$6,718.74 for restocking and storage.

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE OUTSTANDING CHARGE OF \$6,718.74 FOR RESTOCKING AND STORAGE FEES FOR A CHANGED INSTALLATION DATE FOR THE FIRST FURNITURE SHIPMENT TO REFURBISHED OFFICE ENVIRONMENTS.

The roll was called: Mr. Witry—no; Mr. Graham—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Dr. Wozniak—yes. The motion passed.

CLOSED SESSION

A motion was made by Mr. Witry, seconded by Mr. Graham to go into Closed Session for the purpose of discussion of a matter of potential litigation. The Board agreed.

A motion was made by Mr. Graham, seconded by Mrs. Rich to return to open session. The Board agreed.

Mrs. Anthony asked Mr. Spicer about extending the construction management contract until the completion of the project. Mr. Spicer will arrange a meeting with Mr. Dyer, Fred Berglund & Sons, Inc., and Mrs. Anthony. Mr. Dyer will attend the March Board meeting.

Mr. Spicer left the meeting at 8:30 p.m.

CONSENT AGENDA (Financial Statement; Bills; Balance Sheet for the Nine Months Ending 1/31/03; Circulation Report; Library Use Statistics; Report(s) from Department Heads; Program Statistics Third Quarter F.Y. 2002-03; Personnel; Gifts)

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY AND THE LISTS OF BILLS, BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. BALANCE SHEET FOR THE NINE MONTHS ENDING 1/31/03
2. CIRCULATION REPORT
3. LIBRARY USE STATISTICS
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. PROGRAM STATISTICS THIRD QUARTER F.Y. 2002-03
6. PERSONNEL: RETIREMENT: RAYMOND PODGORNIAK, CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE FEBRUARY 28, 2003; TERMINATION: PARAG PARIKH, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JANUARY 23, 2003; STATUS CHANGES: LAURA McGRATH, FROM FULL-TIME SALARIED ASSISTANT COORDINATOR OF REFERENCE SERVICES, ADULT SERVICES DEPARTMENT TO PART-TIME HOURLY

REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 17, 2003; JESSICA GOODMAN, FROM FULL-TIME SALARIED REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, TO PART-TIME SALARIED REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE MARCH 10, 2003.

7. GIFTS: \$50 FROM PATRICIA E. ALFREDSON IN APPRECIATION; \$25. FROM SKOKIE VALLEY HADASSAH IN APPRECIATION FOR A BOOK TALK PRESENTED BY MARYANN MONDRUS; \$50. FROM JOHN J. GRAHAM; \$25. FROM PHYLLIS ROWE OF SUPER SENIORS IN APPRECIATION FOR A BOOK TALK PRESENTED BY DORETTA FUHS.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

PROJECTED OPERATING BUDGET FY 2004

Mrs. Anthony presented the Projected Operating Budget for FY 2004. The Library should receive a quote regarding health insurance by the March meeting. Trustees are asked to contact Mrs. Anthony with any questions before the March Board meeting.

BILLS (Items C3-C10)

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL, AS PRESENTED, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 0061017 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$7,825.20 DATED JANUARY 15, 2003; INVOICE NO. 13013 FROM FRED BERGLUND & SONS, INC. FOR \$45,909.74 DATED FEBRUARY 5, 2003; APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORP.

FOR \$1,733.75 DATED JANUARY 31, 2003; APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$283,346.11 DATED JANUARY 31, 2003; APPLICATION AND CERTIFICATE FOR PAYMENT FROM G.E. RIDDIFORD CO. FOR \$55,761.90 DATED JANUARY 28, 2003; APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS & METAL FOR \$8,322.00 DATED JANUARY 31, 2003; AND PAYMENT APPLICATION FROM F.J. KERRIGAN PLUMBING CO. FOR \$29,659.95 DATED JANUARY 23, 2003.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE—Circulation in January was up six percent over the same month last year, again led by large increases in the use of children's materials. Adult video also posted double-digit increases, in spite of the challenge of getting back to the materials by walking through Youth Services. Reciprocal borrowing was unchanged from last year although the door count was down almost three percent. Electronic remote renewal was up over fifty percent. Access to the Library Web site from outside the building increased ninety percent from last January as 49,238 hits were logged this past month. SkokieNet posted 107,101 hits in January.

AWARD WINNERS—Skokie will have two award winners at the NSLS annual dinner this year. Patricia Kretchmer, SALS volunteer, has been named NSLS Volunteer of the Year. Pat was the Library's very first volunteer. She has taped local newspapers for patrons with visual impairments, organized one-to-one reading, and manages our services to homebound persons. Emanuel (Manny) Bud has been named Library Advocate of the Year. Manny retired in 1994 when he lost 70% of his vision. He has been an advocate at the local and state levels for people with vision impairment. He is an active participant in the Library's Talking Book Discussion Group and has promoted the Library's SALS services widely, including to the Skokie Advisory Commission on Disabilities, on which he serves. He has also sought out resources for the Library's Web page for persons with disabilities. Both winners were nominated by Pat Groh and endorsed by other staff.

GRANT FOR NATIONAL LIBRARY WEEK—Cole Taylor Bank has informed us that they will give the Library a grant of \$3,000. to help underwrite the cost of special programming during National Library Week. In addition to the artist-in-residence, this year dancer Dennis Wise, Kate DiCamillo, author of a Newbery honor book, will speak

at the Library. She was selected by Skokie children as their favorite author in the Voice of Youth Award balloting.

COPIER CONTRACTS—Mrs. Anthony and staff have been working with Advanced Business Tech, the company that was assigned the rights to outstanding contracts by the bankrupt US Office Solutions. We have a new contract in place for the networked computer printers and related vend-a-card equipment. Advanced Business Tech has informed us that they received no paper work for the Administrative Office copier and printer ordered in August. The Library has received no invoices for this equipment for which we were to have paid \$600. per month for sixty months. It has been installed and operating since we moved the Administrative Office to the third floor. We still do not have a service agreement for the copiers and printers.

ARCHITECT'S CONTRACT—The contract with the architectural firm of O'Donnell, Wicklund, Pigozzi and Peterson was signed April 11, 2001, and was for a period of 25 months. Hourly rates will pertain for any architectural work after mid-May of this year.

LSTA REAUTHORIZATION—On January 29, Senators Jack Reed (D-RI) and Ted Kennedy (D-MA), introduced S.238, the Museum and Library Services Act of 2003 in the Senate. This bill would reauthorize the Institute of Museum and Library Services and also the Library Services and Technology Act (LSTA), the only federal funding vehicle especially for libraries and museums. The bill has a number of co-sponsors, but none to date from Illinois. HR13 is the comparable House bill and it is scheduled to be considered by the House Education and the Workforce Committee on February 13th. Representative Judy Biggert is the only representative from Illinois who has signed on as a co-sponsor of the House bill.

LEGISLATIVE BREAKFAST—On February 3, Dr. Wozniak, Linda Zeilstra (Youth Services) and Mrs. Anthony attended the NSLS Legislative Breakfast. They shared a table with a representative from Lou Lang's office. A consistent message from the legislators was that there is no money in Springfield.

POWER OUTAGE—The Library closed just after 8 p.m. on Tuesday, February 11 due to a power outage. The announcement system did not work during the power outage nor did some of the emergency lights. We are checking into the problem and will make the necessary adjustments to have all systems working.

APPROVAL OF PURCHASE OF BOOK TRUCKS

Mrs. Anthony reported that the Circulation Department would like to order 18 book trucks at \$555.44 per truck for a total of \$9,997.92. This purchase would come from the Furniture and Equipment line of the General Operating Budget.

For about fifteen years, returned adult books have been sorted directly onto book trucks rather than being placed on shelves in the Circulation Department where they have a tendency to remain for a period of time. When the Circulation Department moves to the west entrance, they would like to adopt a similar practice with the youth books. Direct sorting onto trucks promotes quicker re-shelving and therefore improved availability to the public. The additional book trucks are necessary to support this change in procedure.

Mrs. Rich made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF 18 BOOK TRUCKS FROM GAYLORD IN THE AMOUNT OF \$9,997.92.

The roll call vote for approval was unanimous.

THE USA PATRIOT ACT IN THE LIBRARY

The USA Patriot Act in the Library, a background paper developed by ALA's Office for Intellectual Freedom, was noted and provided for informational purposes.

Mrs. Kozlowski left the meeting at 8:47 p.m.

LIBRARY CABLE NETWORK CHANNEL 24

The February 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

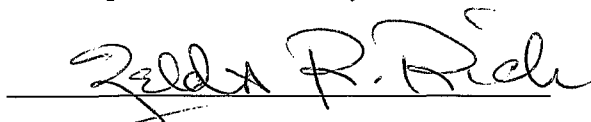
CLOSED SESSION

At 8:48 p.m. a motion was made by Mr. Graham, seconded by Mr. Witry to go into Closed Session for the purpose of discussion of a personnel issue and litigation. The Board agreed.

At 9:15 p.m. a motion was made by Mr. Graham, seconded by Mr. Witry to return to open session. The Board agreed.

ADJOURNMENT

At 9:15 p.m. a motion was made by Mr. Witry, seconded by Mr. Graham to adjourn. The motion passed unanimously.


Zelda R. Rich, Secretary