



Thomas Ford Memorial Library – Library Board of Trustees Minutes
June 26, 2018

Greska called the meeting to order at 7:00 p.m.

Roll Call: Deneen, Foster, Greska, Hanson, Wenstrup

Absent: Fahrenbach, Thometz

Also present: Bodewes, Lewandowski

MOTION: Minutes of the May 22, 2018 meeting of the Board of Trustees. Greska moved to approve as presented the minutes of the May 22, 2018 meeting of the Board of Trustees. Wenstrup seconded the motion. All approved.

Treasurer's Report

Wenstrup and Bodewes reviewed the May 2018 financial report and vendor list. All income and expenditures were of the ordinary sort.

Fund balances and Vendor List for May 2018 are:

Library Operating Fund #920	\$629,523.50
Graham Trust Fund #925	\$270,010.35
Building Maintenance Fund #930	\$52,162.74
Capital Fund #970	\$104,294.30
Timber Trails Fund #950	\$116,538.28
Debt Retirement Fund #940	\$17,058.24
Vendor List	\$92,858.63

MOTION: May 2018 Treasurer's Report and Vendor List

Greska moved to approve the May 2018 Treasurer's Report and Vendor List. Hanson seconded the motion.

Roll Call:

Deneen Aye

Foster Aye

Greska Aye

Hanson Aye

Wenstrup Aye

All Approved.

Librarian's Report

- **Summer at the Library.** Summer Reading and Activity Clubs had a blockbuster launch on June 4. Participants to date: Children's **Libraries Rock!** – 809, Teens **Escape the Ordinary** –137, Adults **Escape the Ordinary** –145. Also generating enthusiastic interest is the first annual **Village Read** – featuring M. Shelley's *Frankenstein* – celebrating its 200th anniversary. All are encouraged to participate by picking up (or downloading) a free copy of the book and attending our many programs/activities: book discussion at Anderson's Bookshop, film screening of *Young Frankenstein* at the York Theater, art/history lecture, escape rooms, T-shirt crafting and cupcake decorating. The summer newsletter has the full list of great programs for every age and interest. Trustee Hanson was in the Library on launch day and commended staff for the outstanding job done!

- A **Special Appropriation** benefiting the Library has been secured by State Representative LaShawn Ford, a strong supporter of public libraries. The funds, in the amount of \$50,000, are undesignated and may be used at the discretion of the Library. Bodewes will keep Board apprised of the status of the request.
- **Staff Updates.** Tess Lewandowski joined the Library staff as a summer page. Librarians Jessica Dyer and Rachel Hoover attended the annual meeting of the American Library Association held in New Orleans. Conference reports will be submitted.
- **Departmental reports** were presented.
- **Tax Agency Report (Draft) / EAV for FY2018** is addressed later on agenda.
- **Renovation update** is later on the agenda.

Teen Report. The Teen Board is on break to accommodate travel and transitions. Programming plans for the fall are underway; a Human Library promotion/recruitment article is included in the summer newsletter. Lewandowski reported on the first program in the new documentary discussion series. A viewing of *Chasing Coral* was followed by a presentation and lively discussion with photographer/journalist/marine biologist Alex Rose of *Ocean Geographic Magazine*. Special thanks to LTHS student Teddy Schmidt. Take away tip: reduce single use plastics!

Visitors/Public Comment: There were no visitors or public comment.

Communications: Correspondence from State Representative LeShawn Ford (noted earlier on agenda).

Committees:

Finance

Amended 2018 Budget

Bodewes presented for review the amended 2018 budget updated to include the new renovation fund – Library Building Improvement Fund #935 – for the transfer of funds and payment of expenditures. Bond funds were received on June 12 and have been retained by the Village. To maximize short-term investment opportunity, Bodewes and Village Finance Director Turi will deposit \$1.5 million (of \$2 million) in a risk-free six-month CD at First National Bank of LaGrange.

MOTION: Amended 2018 Budget

Wenstrup moved to approve the amended 2018 Budget as presented. Foster seconded the motion.

Roll Call:

Deneen Aye

Foster Aye

Greska Aye

Hanson Aye

Wenstrup Aye

All Approved.

2017 Tax Agency Report

Bodewes reviewed the Tax Agency Report (Draft) from the Cook County Assessor's Office, which is the final determination for tax disbursement/revenues the Library will receive in its current fiscal year FY18. The Village EAV increased in 2017 (22%) and was limited by PTELL to 5 percent or the rate of inflation, whichever is less. The impact on the Building Maintenance Fund budget, the levy for which is .02% of the EAV as determined by law, will be a budget shortfall of \$5,072. This was expected and a contingency of \$10,000 was built into the budget. Other funds were minimally impacted.

FY17 Audit

Preliminary audit documents will be sent to the Board in July.

Building and Grounds

- A non-emergency gas leak on an exterior fuel line was discovered by Nicor during a routine inspection. Repair is being scheduled.
- The annual roof maintenance/inspection was conducted by Mortenson Roofing. Lewandowski reported that the roof was determined to be good condition with no repairs necessary. Building gutters were cleared.
- Library grounds are lush and blooming. Three parkway trees were installed along Wolf Road. The sprinklers have been turned on for the season.
- HVAC repairs, typical for seasonal transition, have been made.

Old Business

Shales McNutt Construction Management Contract

Bodewes presented for review the contract for professional services of Shales McNutt Construction (SMC) in connection with the Library's renovation project. Construction management fees are based on a fixed preconstruction fee of \$18,500, and 4.5% of overall construction costs. The standard AIA contract has been fully vetted by Library attorney and the rider completed. Greska will sign the contract.

MOTION: Wenstrup moved to approve the contract with Shales McNutt Construction as presented. Foster seconded the motion.

Roll Call:

Deneen Aye

Foster Aye

Greska Aye

Hanson Aye

Wenstrup Aye

All Approved.

Renovation Update

Design development meetings with Library management, Product Architecture+Design, and Shales McNutt Construction Management are being held bi-weekly. Structural, lighting and fixture decisions are currently being considered so that the expenditure budget may be further developed.

New Business

Resolution for .02% Building Maintenance Levy

Every year the Library must request the Village to levy a tax for the maintenance of this public building. The Library, through the Village, has levied this tax for many years.

MOTION: Building Maintenance Levy

Foster moved that a Building Maintenance tax in the amount of .02% of the value of all taxable property in the Village be levied for the purpose of maintenance, repairs, and alterations of the Library building and equipment for the fiscal year beginning January 1, 2019. Hanson seconded the motion.

Roll Call:

Deneen Aye

Foster Aye

Greska Aye

Hanson Aye
Wenstrup Aye
All Approved.

Prevailing Wage Compliance

By law, every year the Library is required to resolve to adopt the Prevailing Wage Rates for Laborers, Workers and Mechanics as required by the Prevailing Wage Act. All bid contracts for public works are subject to this Act. The Resolution will be submitted to the Illinois Department of Labor and Secretary of State of Illinois as to the Library's determination by July 15, and posted on the Library website.

MOTION: Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics employed by the Thomas Ford Memorial Library

Greska moved to resolve that the Thomas Ford Memorial Library determine to adopt the Prevailing Rate of Wages as required by the Prevailing Wage Act, 820 ILCS 130/0.01 *et. seq.*, as amended. Wenstrup seconded.

Roll Call:

Deneen Aye
Foster Aye
Greska Aye
Hanson Aye
Wenstrup Aye
All Approved.

Greska moved to adjourn at 8:09 p.m. Wenstrup seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, July 24, 2018.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary