

Glen Ellyn Public Library Board of Trustees
Meeting of June 15, 2015
Board Room, Third Floor

CALL TO ORDER:

Vice President Sailer called the meeting to order at 7:30 P.M.

ROLL CALL:

Trustees Present:

President:	Ran Sailer	Vice President:	Kelli Christiansen
Treasurer:	Molly McGinnis Knapke	Secretary:	Gina Meyers
Trustee:	Chris Crawford	Trustee:	Jill Clouse
Trustee:	Barbara Rundell		

The chair declared that a quorum was present.

Library Staff Present:

Library Director:	Dawn Bussey
Business Manager:	Maria Tachna
Adult Services Dept. Head:	Susan DeRonne
Youth Services Dept. Head:	Renee Grassi
Circulation Services Dept. Head:	Carrie Jeffries

AUDIENCE PARTICIPATION:

J.T. McNutt, from Shales McNutt Construction, made a brief presentation to the Board outlining the results as well as their further recommendation of awarding the 1st floor Youth Department renovation project. Several bids came in and were opened on June 1, 2015. At his point, Shales McNutt has had an opportunity to discuss with the apparent low bidders their respective scopes of work and adherence to the contract documents. Based on the information received during the discussion, Shales McNutt made the following recommendations of award for the renovation and construction: Hargrave Builders for General Trades (\$205,400), J.C. Harris & Sons for Drywall/Ac. Ceilings (\$50,500), TSI Commercial Floor Covering for Flooring (\$1566,180), Nedrow Decorating for Painting (\$12,450 plus \$450 for one accepted alternate), Jensen's Plumbing & Heating for HVAC (\$61,113), and Anchor Electric Corporation for Electrical (\$171,400 plus \$5,700 for one accepted alternate) with an overall total contract cost of \$573,333. Additionally, Product Architect made their recommendation for furniture totaling \$285,054. Also added was a 10% contingency totaling \$57,333 for any additional hard cost. The total cost of the project, including all hard costs and fees comes to \$1,108,109.

Brian LeFevre, CPA from Sikich, LLP briefly reviewed the audit report for the fiscal year just ended December 31, 2014. The Library once again received an unqualified opinion, which is the highest rank an organization can receive. The Library Management's Discussion & Analysis, prepared by Library staff, was briefly overviewed. The MD&A provides the Library an opportunity to review and assess the overall financial condition and operation of the Library. Because of the short eight month fiscal year, the MD&A will not be as useful when comparing data from year to year. Mr. LeFevre reviewed the Statement of Net Position which consists of a combined fund report for the Library. The funds are then broken down between major and non-major funds to reflect fund balances in greater detail. Mr. LeFevre explained that the Library's major and non-major funds remained the same this fiscal year. GASB Statement 68 will be implemented by December 31, 2015 and will include a Statement of Liability for IMRF when in prior years it was combined with the Village.

MINUTES OF PREVIOUS MEETING:

Trustee Rundell moved to accept the minutes of the regular Library Board meeting on May 18, 2015. Motion Seconded and Carried – Voice Vote Unanimous.

Trustee Clouse moved to accept the minutes of the Personnel Committee Meeting on June 9, 2015. Motion Seconded and Carried – Voice Vote Unanimous.

COMMUNICATIONS:

The Board reviewed the monthly correspondence.

OFFICER'S REPORT:

Treasurer Knapke presented the financials for June. Of particular note this month, \$58,013.75 was paid to Bond Trust for the biannual interest payment on the bond. Nothing else was unusual for the month.

FINANCIAL REPORTS:

Treasurer Knapke moved to authorize expenditures for goods and services totaling \$238,673.67 as listed in the June 2015 Expenditure Approval List. Motion Seconded and Carried – Roll Call Vote Unanimous.

Treasurer Knapke moved to accept the May 2015 Revenue and Fund Summary Report, and the June 2015 Expenditure Report. Motion Seconded and Carried – Voice vote Unanimous.

LIBRARIANS' REPORTS:

Director Bussey reviewed various library statistics for the month. Visits were slightly down in May compared to last year. Loans of Material increased 7% for the month, 6% for the year, Adult database usage increased 25% for the month, 49% for the year, youth database usage decreased slightly for the month, but still have a 27% increase for the year, outreach programming increased 2,689% for the month, the Youth Department's outreach being the majority of that, 781% for the year, overall reference inquiries increased 4% for the month, WIFI logins increased 52% for the month, 62% for the year, and self-check usage increased 79% for the month, 73% for the year, not totaling about 20% of the Library's checkouts.

The Ice Cream Social was held on June 8th and was a great success. 425 people made it up to the second floor to watch the Rope Warrior Program, and over 700 people were in attendance. The Ice Cream Social was again held in conjunction with Late Night Study Finals and the Friends were open in the basement for a booksale. Summer Reading started the week of May 11th. This year, the Library will be partnering with the Glen Ellyn Fire Department and Glen Ellyn Police Department as we "Read for Heroes." The program will be sponsored by the GEPL Friends and the GE Rotary Club.

Director Bussey is working on installed an LED sign for the Library on Duane Street which will identify who we are as well as carry some program messaging. The project has been slow going, but a meeting has been scheduled with Planning and Development to discuss the placement of the sign.

Vice President Christiansen moved to accept the Librarian's Report. Motion Seconded and Carried - Voice Vote - Unanimous.

NEW BUSINESS:

Approval of Resolution 2015-1, a Resolution Determining Prevailing Wage Rates Within the Library for Certain Laborers, Mechanics and Other Workman:

Trustee Crawford moved to approve Resolution 2015-1, a Resolution Determining Prevailing Wage Rates Within the Library for Certain Laborers, Mechanics and Other Workman. Motion Seconded and Carried - Voice Vote Unanimous.

Approval of the Youth Department Renovation Project Construction and Furniture in the amount of \$1,109,000.

Bids have been received, public opening was performed and the apparent low bidders along with their respective scopes of work have been reviewed. The total of the low bids for the construction are \$573,333, the total for furniture is \$285,054, hard costs include a 10% contingency of \$57,333 and WRWDO \$142,640 for a combined SURMHFW total of \$1,108,109. Trustee Crawford moved to approve the 1st Floor Youth Department Renovation Project Construction and Furniture in the amount of \$1,108,109. Motion Seconded and Carried – Roll Call Vote Unanimous.

Meeting adjourned at 8:40

Maria Tachna
Business Manager