

# GLENWOOD-LYNWOOD PUBLIC LIBRARY DISTRICT

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[www.glpld.org](http://www.glpld.org)

## BOARD OF TRUSTEES

Regular Meeting

7:00 PM

21 October 2008

### 1. Call to Order & Roll Call – 7:00 PM

- Trustees Present: Mays-Browne, Dixon, Bell, Peters (Arrived at 7:17 PM), Uza, Spencer
- Trustees Absent: Marlow

### 2. Recognition of Visitors

- Katrina Harris: Assistant Director – Information Services Manager
- Norm Eallonardo: Owners Representative

### 3. Approval/adjustment of agenda

- Will discuss Item 'E' in the Executive Session

### 4. Visitors comments on agenda items

- None

### 5. New Facility Update

- Monthly construction report provided (separate document); One issue open - Replacement of window ceilings; There is leakage in the study room and on the south wall, but the leak has not been found; The handicap door needs to open and currently does not.
- Financial overview: \$365 left in allowance balance; One open issue that is approximately \$1,300 (Replacement of the window ceilings). The contractor will fund a portion of this; Executed change order: 4, 5, 6 are new; Total is \$3,880,185 (Includes \$50K allowance); Payment application: \$150,775; \$139,062 is still due to the contractor; Doing well overall from a financial standpoint, and have not delved into the contingency at all; Norm departs at 7:24 PM

### 6. Consent Agenda (action for all)

- A. Approval of Minutes: 19 August 2008, September Board Meeting cancelled during move to new facility
- One comment: (AM/PM needs to be consistent in meeting minutes; Use uppercase with no periods)

B. Treasurer's Report

C. Bills Claimed List

D. Construction Project Invoices

- The demolition of the old building is slated for week of 10/27/08; ComEd will not disconnect the meter from the old building due to transformer. GLPLD must pay Nicor/ComEd to disconnect services.

**MOVE TO ACCEPT THE CONSENT AGENDA AS PRESENTED**

Motion: Trustee Bell

Ayes: All

Second: Trustee Dixon

Nays: None

Absent: Trustee Marlow

**7. Directors Report**

- Next month the levy meeting will be held at 6:45 PM, with the regular board meeting beginning at 7:00 PM as scheduled.
- The audit is going on and should be complete by week of 10/27. The auditor [Nathan] from O'Neal & Gaspardo would like to come out and meet the board.
- Invitations for Matteson Board President Event on Friday: Opportunity to meet other board members. Someone from Illinois Funds will come out and explain the safety of the funds. Vote "No" on the constitutional convention.
- Due to Dennis' absence, President Mays-Browne will sign checks on Tuesday, 10/28. Trustee Dixon will sign checks on Wednesday, 10/29.
- Nicor: Check needs to be signed for disconnection of service. They will not do the work without receiving a check first.
- Based on the results provided by the electronic counter, approximately 3,465 people visited the library September 22<sup>nd</sup> - 31<sup>st</sup>.

**8. Communications**

- Request from Sandridge PTA president to keep a Campbell's label holder at the library. Board agrees to table the discussion until December meeting.
- Board receives a letter of thanks from Brookwood School District for donating items from old building.
- Trustee Uza would like to address the "no-smoking" policy.

**9. New Business**

A. Meeting Room Policy (ACTION)

Board discusses applicable monetary fee for (4) hour patron reservation block.

**MOVE TO APPROVE THE MEETING ROOM POLICY AS AMENDED**

Motion: Trustee Uza

Ayes: All

Second: Trustee Peters

Nays: None

Absent: Trustee Marlow

- B. Close the library on Friday December 12, 2008 for Staff Development Day (ACTION)

**MOVE TO CLOSE THE LIBRARY ON FRIDAY DECEMBER 12, 2008 SO THE STAFF MAY PARTICIPATE IN A MULTI-LIBRARY STAFF DEVELOPMENT DAY**

Motion: Trustee Spencer  
Second: Trustee Peters

Ayes: All  
Nays: None  
Absent: Trustee Marlow

- C. 19901 Stony Island Project Financial Recap

- Based on the budget applied for the building, the amount remaining is what was spent to date. Debt service for the next year is paid, and there are no plans to touch the contingency spending. Building contingency may be used to pay the debt service, which will free up the general fund.
- GLPLD is exploring capital maintenance projections with architect to determine anticipated costs in the years to come.

- D. Renewal of Ford Heights Public Library District Contract (ACTION)

**MOVE TO APPROVE THE RENEWAL OF THE FORD HEIGHTS PUBLIC LIBRARY DISTRICT CONTRACT AS AMENDED**

Board members agree to table this discussion until the November meeting. In the interim, the director and trustees agree to inquire with MLS and do more diligent investigation.

- E. Staff Compensation (ACTION) – Discussed in Executive Session

**MOVE TO APPROVE ADDITIONAL COMPENSATION FOR KEY STAFF MEMBERS, AS DISCUSSED, FOR WORK PERFORMED ABOVE AND BEYOND EXPECTATIONS DURING THE NEW BUILDING PROJECT AND MOVE, AND THE ANNUAL HOLIDAY COMPENSATION FOR ALL STAFF**

**10. Executive Session**

Executive session to “for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body:

Executive Session began at 9:07 PM and ended at 10:05 PM

**11. Adjournment**

By consensus at 10:10 PM.