

CRETE PUBLIC LIBRARY DISTRICT BOARD
November 15, 1995
4:30 P.M.
REVISED AGENDA

1. Call to order
2. Minutes of the regular board meeting of October 18, 1995 and the Truth in Taxation Hearing of October 18, 1995
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Visitors speak
8. Old Business
 - A. Friends activities
 - B. Foundation report
 - C. Construction project update
 1. report from George Maniates
 2. discussion with Oliver Structures - Rich Vitiritti
 3. telephone system and cabling work
 4. fabric substitution
 5. Frank's trees
 - D. Staff/board Christmas party and December meeting date
 - E. Report on ComEd bill
9. New Business
 - A. Trustee workshop-- Personnel Law
 - B. Crete-Monee High School grant application
 - C. IMRF Resolution -- Lucille Kester 1995-4
 - D. Accounting Resolution-- fund transfers 1995-5
 - E. Food for fines
 - F. *Staff bonus*
- ~~10.~~ Executive session to discuss possible litigation
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING OF NOVEMBER 15, 1995

PRESENT: Trustees Adams, Engel, Mucha, Murray, Schultz, Shepley, Administrator Wsol, LZT/F Representatives Maniates and Littell, Oliver Structures Representatives Vitiritti and Soto Tri-Electric Representative Morrow, CED Representative Lenzik, Crete Record Reporter DeMuth, Times Reporter Wantuch, Star Reporter Tanko

ABSENT: Foley

1. The meeting was called to order by President Schultz at 4:55 p.m. in the Library Board Room.
5:00 p.m. Trustee Mucha enters.
2. President Schultz opened the meeting by questioning the representatives of Oliver Structures regarding the lack of activity in the area of the site work and roof of the new building. A detailed discussion followed with all parties contributing to the reasons why this project is continuing to be delayed.

Mr. Maniates presented a report from Material Testing Laboratories' soil engineer which outlined the process to be used to pave the lot. He also presented the proposal from Oliver to perform that process. After some discussion, it was decided that, because time was so critical, a change order directive would be issued allowing Oliver to proceed. The question of who pays will be answered later. Mr. Vitiritti assured the Board that they would mobilize the next day. Mr. Vitiritti also assured the Board the roof will remain a priority.

The building windows and boilers are scheduled to be delivered on December 5, 1995.

Tri Electric Representative Morrow and CED Lenzik asked to speak regarding the lack of monies received for the electrical fixtures ordered for this project. Mr. Vitiritti informed the electrical contractors that these issues should be taken up with Oliver Structures and not the Library Board.

6:05 p.m. Vitiritti, Soto, Morrow and Lenzik leave meeting.

2. Trustee Murray moved to accept the minutes of the October 18, 1995 Truth and Taxation Hearing and the October 18, 1995 Board meeting. The motion was seconded by Engel. All present voted AYE.

Absent - Foley

MOTION CARRIED

3. Correspondence - Secretary Mucha read the following:

- A. An invitation to a SLS Trustee Workshop on November 28, 1995 discussing Personnel Law.
- B. A letter written by Administrator Wsol thanking Diane Wilhelm and Sandy Hayes from SLS for reviewing technological needs.

4. Bills for Payment - After a review of the bills Trustee Adams moved that the bills be paid. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

5. Librarian's Report - Administrator Wsol reviewed in detail the Youth Services report. Due to the number of topics that needed to be discussed today Martha will attend another upcoming meeting.

6. Financial Report - Treasurer Shepley reported to the Board that the month ending financial report is in good shape. Trustee Adams moved to accept the financial report. The motion was seconded by Murray. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

7. Visitors Speak - Robin Tanko from Star Publications introduced herself.

8. **OLD BUSINESS**

A. Friends of the Library Activities - Administrator Wsol reported on the following:

1. This group made approximately \$250.00 from the recent book and bake sale.
2. A number of books are being donated to groups throughout the community left over from this sale.
3. The election of officers for this group will be held this month.

B. Foundation Report - Administrator Wsol reported on the following:

1. The tax-exempt has been issued by the IRS.
2. The next meeting is scheduled for November 16, 1995.
3. This group is planning an activity prior to the opening of the building to give patrons a sneak preview of the building.

C. Construction Project update - LZT/F Representative Maniates reviewed for the Board the following change orders:

6. Solid surfacing for an increase of \$9,767.00
7. Misc. additional electrical work for an increase of \$6,570.05.
8. The credit for the fire protection system in the amount of \$10,652.00.

After a review of these change orders Trustee Shepley moved to accept all three change orders. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

D. Mr. Maniates reviewed for the Board the bids for the testing and balancing of the air systems. Trustee Shepley moved to accept the bid from International Test and Balance from Glenview, Illinois in the amount of \$2,595.00. The motion was seconded by Adams. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

- E. After a review of the monthly pay voucher request from Oliver Structures by Mr. Maniates Trustee Murray moved that the pay request in the amount of \$186,107.31 be paid. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

- F. Administrator Wsol presented the Board with additional Building construction bills:

1. LZT/F invoice #332 - \$21,766.24
2. Material Testing Laboratories invoice #6843 for work completed in August, September and October - \$2,168.00

Trustee Shepley moved that these additional building construction bills be paid. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

- G. Administrator Wsol informed the Board that the ATT Partner II telephone system has been selected for the new Building in the amount of \$7,899.00. The options for this system will be selected next month.
- H. Fabric substitution - Administrator Wsol informed the Board that the fabric selected for the Youth Services lounge chairs is no longer available. The Furniture committee has already selected another fabric.
- I. Franks' Tree - Trustee Shepley has requested to purchase a Colorado Blue spruce in memory of his wife for the new Building. Mr. Maniates will research the cost and Mr. Shepley will pay the library for the cost of this tree. A plaque will also be placed at this location.

6:30 p.m. Tanko, Maniates and Littell leave meeting

- J. Board-Staff Christmas Party - December 13, 1995 will be scheduled for this years' party. The time schedule is as follows:

1:00 p.m. - Lunch
2:15 p.m. - Walk through new building
3:00 p.m. - Regular monthly Board meeting

- K. Report on Com Ed bill - Administrator Wsol reported that the unusually high electric bills were a result of a malfunctioning furnace in the Library. Skyline Electric found the malfunction and the landlord has had the problem repaired. Skyline Electric charged \$110.00 for their services. Trustee Shepley moved that the monthly rent be reduced by \$110.00 to reflect the cost of this service. The motion was seconded by Engel. On roll call the Board voted as follows: Aye - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

9. **NEW BUSINESS**

- A. Trustee Workshop - Administrator Wsol informed the Board that SLS is sponsoring a Personnel Law Update workshop on November 28, 1995. Any Trustee interested in attending should inform her by November 20, 1995.
- B. Crete - Monee High School grant application - Administrator Wsol informed the Board that we will be participating on a Technology team to develop a long range plan for 201-U. The library will not directly receive any monies.
- C. IMRF Resolution - Lucille Kester - Administrator Wsol informed the Board under this plan that Lucille Kester is eligible for an additional year of service. Trustee Murray moved to accept Resolution 1995-4. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

- D. Accounting Resolution - fund transfers -
Administrator Wsol informed the Board that a fund transfer would be needed to accurately reflect the monthly statement. Trustee Engel moved to accept Resolution #1995-5. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

- E. Food for Fines - Administrator Wsol suggested to the Board that this is the time the Library participates in this program. Trustee Adams informed the Board that the pantry is in need of Tuna fish and Fruit. Trustee Adams moved that the Food for Fines program for this year be run from November 27, 1995 through December 9, 1995. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley

MOTION CARRIED

- F. Staff Bonus - A discussion was held regarding rewarding the staff with a Christmas bonus this year. Trustee Murray moved that the staff be given a \$50.00 gift certificate from a department store. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Mucha, Murray, Schultz and Shepley. NAY - None

Absent - Foley


MOTION CARRIED

11. Trustee Shepley moved to adjourn the meeting. The motion was seconded by Mucha. All present voted AYE.

Absent - Foley

MEETING ADJOURNED AT 6:55 p.m.

NEXT BOARD MEETING DECEMBER 13, 1995 AT 3:00p.m.


Randall J. Mucha - Secretary