

CRETE PUBLIC LIBRARY DISTRICT BOARD
April 17, 1996
4:30 P.M.
AGENDA

1. Call to order
2. Minutes of the regular board meeting of March 20, 1996 and Building Committee meetings of March 22, ²⁹ and April 10, 1996
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
 - reports from LZT/Filliung and OSI
 - occupancy permit
 - punch list
 - drainage in front of building
 - water drainage off roof
 - canopy -- trim and flashing in front
 - D. Dedication ceremony
 - E. Related building items
 - Fax machine
 - Vacuum cleaner
 - Computer printers
 - Security and fire alarm systems
 - Cleaning service*
 - F. Statement of Economic interest
9. New Business
 - A. Opening date for new library
10. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING OF APRIL 17, 1996

PRESENT: Trustees Adams, Engel, Foley, Mucha, Shepley,
Administrator Wsol, LZT/F Representatives
Maniates and Provido, Times Reporter Wantuch

ABSENT: Trustee Schultz

1. The meeting was called to order by Vice-President Murray at 4:30 p.m. in the Library Board Room.
2. Trustee Adams moved to accept the minutes of the following meetings:
 - a. March 20, 1996 Board Meeting
 - b. March 22, 1996 Building Committee
 - c. March 29, 1996 Building Committee
 - d. April 10, 1996 Building Committee

The motion was seconded by Engel. All present voted AYE.

Absent - Schultz

MOTION CARRIED

3. Correspondence - Secretary Mucha read a thank-you letter written to Angelo Juarez for a job well done planning the hardhat event.
4. Bills for Payment - After a review of the bills Trustee Engel moved to pay the bills. The motion was seconded by Foley. On roll call the Board voted as follows:
AYE - Adams, Engel, Foley, Mucha, Murray and Shepley.
NAY - None

Absent - Schultz

MOTION CARRIED

5. Librarian's Report - Administrator Wsol reported to the Board that the move went quite well and the staff has been unpacking and settling in the new building. The SWAN and LAND systems are up and running but, the connection port is not yet operable. Additional racks for the paperbacks have been ordered.

Administrator Wsol also attended the Indian Prairie building ceremony.

6. Financial Report - Treasurer Shepley reviewed the monthly report and commented that the finances were in fine shape.
7. Visitors Speak - None
8. **OLD BUSINESS**
 - A. Friends activities - No report
 - B. Foundation report - Trustee Foley reported that the Brick Paver program has made over \$20,000.00 profit and that a \$1,700.00 profit was made at the recent hardhat event.
 - C. Construction Project Update
 1. Mr. Maniates reported to the Board that a pay request has not yet been received from Oliver Structures.
 2. The mechanical system testing and balancing contractor has submitted their punch list.
 3. A discussion was held regarding the lien from the light fixture supplier.
 4. A discussion was held regarding the occupancy permit that is needed from the village. A meeting has been scheduled for April 18, 1996 with all parties to review this issue.
 5. The poor drainage in front of the building and from the roof was discussed and has already been placed on the punch list.
 6. The additional work on the front canopy that needs to be completed was also discussed and placed on the punch list.
 7. Mr. Maniates discussed the proposed change orders number 9 through 17. Trustee Shepley moved to accept these change orders as discussed in the LZT/F letter of April 17, 1996. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray and Shepley. NAY - None

Absent - Schultz

MOTION CARRIED

8. Today's furnishings meeting was discussed by Administrator Wsol and Mr. Maniates. LZT/F is still researching the replacement furniture for the Administrator's office. The plans for the Business office was reviewed as well as the display cases in the Board room.

Trustee Murray reviewed for the Board the recent building tour with the Historical Society.

9. After a review of the construction related bills Trustee Foley moved to pay the bills. The motion was seconded by Adams. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray and Shepley. NAY - None

Absent - Schultz

MOTION CARRIED

- D. Dedication ceremony - Trustee Murray reported to the Board that the invitations for this event are now ready. The dedication will be held on May 26, 1996 at 2:00 p.m.
- E. Related building items

1. Fax machine - Administrator Wsol reported that the Fax machine has broken. Trustee Adams moved to approve \$804.00 to purchase a Sharp plain paper laser fax machine. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, and Shepley. NAY - None

Absent - Schultz

MOTION CARRIED

2. Vacuum cleaner - Administrator Wsol explained the need for the Library to purchase a vacuum cleaner. Trustee Shepley moved to approve \$250.00 to purchase a Eureka commercial vacuum cleaner. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray and Shepley. NAY - None

Absent - Schultz

MOTION CARRIED

3. Computer Printers - Administrator Wsol explained to the Board that she has been reviewing this need and talking to area suppliers to purchase or donate printers.
 4. Security and Fire Systems - Administrator Wsol informed the Board that these systems are now up and running. Training for the staff will begin next week.
 5. Cleaning Service - Administrator Wsol reported to the Board that three bids had been received to do the cleaning for the new building. All three were extremely high and there was a need to rebid the job and solicit bids from additional services. Molly Maid has agreed to help the staff clean the new building for approximately 4 to 6 weeks until a full time service can take over.
- F. Statement of Economic Interest - Administrator Wsol reminded all Board members that this report is due to the county offices.
- G. Womens Club Patio - Trustee Foley reported to the Board the plans for this patio that is being donated by the Womans club.

9. **NEW BUSINESS**

- A. Opening date for the new library - Administrator Wsol reported that they were hoping for an April 22, 1996 opening date. After the April 18th meeting a more definite date may be available.
- B. Amnesty period - Administrator Wsol suggested to the Board that a two week amnesty period be approved for the return of overdue books. Trustee Shepley moved to approve a two week amnesty period for overdue books. The motion was seconded by Engel. All present voted AYE.

Absent - Schultz

MOTION CARRIED

C. Arts and Environment Committee - Trustee Murray informed the Board that this group will be meeting at 6:30 p.m. tonite to review placement of various pieces throughout the building. Trustee Murray also asked the Board for funds to repair or replace two picture frames that are damaged. Trustee Foley moved to provide \$110.00 from the Trustee fund for the repair or replacement of the two picture frames. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, and Shepley. NAY - None

Absent - Schultz

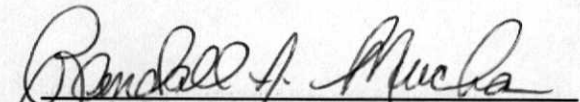
MOTION CARRIED

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

Absent - Schultz

Meeting adjourned at 6:10 p.m.

NEXT BOARD MEETING - MAY 15, 1996 AT 4:30 p.m.


Randall J. Mucha - Secretary