

Meeting Minutes
Case-Halstead Library Board of Trustees
December 3, 2012

Meeting Location: Case Halstead Library, 571 Franklin Street Carlyle, Illinois 62231

Board Members Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Christi Gerrish-Library Director **Absent:** Jeff Taylor-City Council Liaison

Also Present: Mayor Jan Fauke

Barb called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

Meeting Minutes: Construction committee minutes from Nov. 1 were presented and Darren pointed out his last name was misspelled in addition to one minor grammar correction. With the two changes, he made the motion to accept the construction committee minutes, which Jane seconded. All were in favor and the motion carried. The Library Board of Trustees minutes from Nov. 5 were presented and Sharon said the Maddux Trust land auction took place on Tues. Nov. 27, not Wed. Nov. 28 as written in the minutes. She made the motion to accept the minutes with this date correction, and Brad seconded. All were in favor and the motion carried.

Treasurer's Report: Jane reviewed expenditures and revenues for the 6 month period ending Oct. 31, 2012, and said everything was in order. Brad made the motion to accept the treasurer's report as presented and Sharon seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the Nov. 2012 Income and Expenditures Report. She noted that the E-rate reimbursement amount of \$553.52 was half the normal amount received. She also noted that money received from Amazon book sales are directed straight to the library's savings account which explains some of the difference between her total figure and City Hall's total figure as shown on the report. Under expenditures: Christi said that even though a new library building is in the near future, the current library needs to be maintained to operate safely and efficiently. Mid Eastern was contracted through the city to check all systems which accounts for the \$195 amount listed under Line 5120 Maintenance Equipment. She highlighted a new Binsbacher & Griffith legal bill for \$1670.63 under Line 5330 Legal Fees. This amount was for phone calls made regarding the First National Bank in Carlyle's error of not properly listing the Maddux Trust as a charitable organization. Sharon objected to this bill being the responsibility of the library or the city. She feels strongly that since this was a bank error, the bank should be responsible for the legal expense. Mayor Fauke agreed with Sharon's point and said that we should hold the legal bill and Christi needs to confer immediately with the administrative office at City Hall on redirecting it to the First National Bank. Sharon made the motion to accept the bills with the exception of the \$1670.63 legal bill and Frank seconded. All were in favor and the motion carried.

Circulation statistics showed a significant increase in all areas except manual checkouts from Nov. 2011. The 2011 report did not show computer use, but the 2012 report does and it continues to be on the increase at the library. According to Christi about 20 patrons use the computers every day. She said starting next month we

should be able to compare Overdrive figures with the same month from the previous year. (Overdrive is the library's source for e-books.)

Director's Report: Upcoming library programs include "Christmas Candy" by Covered in Chocolate on Thursday Dec. 6. The library will be hosting the Dickens' Carolers as is tradition, on Sunday Dec. 9 at 4:30 p.m. at the Messiah Lutheran Church's fellowship hall. Father Jack Frerker will be discussing and signing copies of his seventh novel, Crosswords on Dec. 20th. The novel is his fifth mystery.

Christi announced that the theme for the 2013 Summer Reading Program is "Have Book will Travel." Christi asked if she needed a motion to place an order of \$179 for themed sling book bags, tumbler glasses, and a banner for the summer reading program. Barb told her that was not necessary and Christi said with the sling book bags, she is planning on purchasing 140 for children and 40 for adults. Sharon asked if library programs are being included on the city's digital sign that sits on the corner of the library property. Jan said they could be if Christi would give the information to city administrator Alissa Boergnen in advance, starting with January. Christi said they handed out 200 flyers at the parade promoting the Dec. events.

Standing Committee Reports: The Budget, Long Range Planning, Personnel, and Building and Grounds committees had nothing to report at this time.

Other Reports: The Construction Committee: Barb reported that she and Christi met at 4 p.m. that day with the city's finance committee, which includes aldermen Don Perez, Brent Sheathelm, and Jeremy Weh. The three said they would like a thorough report on the board's selection so they can be ready to propose it to the city council. Several questions they hope we have asked the potential construction managers include: Who holds the liability insurance, the CM or the city? How much do change orders cost; is it something like cost of materials plus 2.75% profit? And what about change orders prior to construction? Why is a construction manager needed in addition to a general contractor? The finance committee expects several of their fellow council members to have many questions as well and said the library board/director needs to be prepared. At the council meeting, it was recommended by the board that Keith Poettker could be available to answer any questions. Frank suggested library friends could come and speak during public comment portions of the meetings in support of the library.

Ken Mehochko, city of Carlyle attorney has the contracts for the construction managers and the architect for his review/comment. Mayor Fauke said that all proposals with contracts need to be signed at the city level. Barb and Christi hope to meet with the finance committee again on Monday Dec. 10 prior to the city council meeting, provided Mehochko meets the Friday deadline.

City Council Liaison: No report.

Old Business: We reviewed Chapter 3 Personnel of Serving our Public and found that the personnel standards are being met at the Case Halstead Library. We are on the low side of staffing levels as stated in the journal, at 2.5 % instead of 2.75% according to Christi. In January, performance appraisals will be taking place for the staff.

Sharon reported that the appearance by the library in the Christmas in Carlyle Parade was a success. She thanked Frank for the loan of the generator to have lights on the float and for the costumes provided by him and

Dr. Deanna DuComb. She thanked Darren for his work on the float and everyone who helped, especially the theater students. She said they ran out of candy early.

75th Anniversary: Sharon said the slogan was on the float and is now on the website. She and Darren looked at scanned pictures earlier that day and will be meeting again next Monday for audio edits.

New Business:

Resolution for Grant Funds: Christi had nothing new to report. She said this is another item that is on the desk of city attorney Ken Mehochko.

Library Closure Dates: Monday Dec. 24 Christmas Eve, Tuesday Dec. 25 Christmas Day

The board was provided with a sheet of meeting and closure dates for 2013.

The Performers Showcase is scheduled for Sat. Jan. 26 at 9 a.m. at the Fairview Heights Library. This is where performers that are available for summer reading programs give a short presentation of their act. Christi is going and said if any other board members want to go as well, to contact her. Darren said he would be interested in going again this year.

There were no members of the public available for comment, but several board members agreed that we need to promote the good news of the new library paid for by grant and donated money to the community. Frank said he would be willing to write a letter in support and Barb said we should also include other people both in and out of Carlyle and hear their thoughts on the new library.

Christi said the library is on Facebook and that is a way of promoting the new library. She asked all board members to "like" the library on Facebook because 30 "likes" are needed to get statistics.

The meeting officially adjourned at 8:05 p.m. The next board meeting will take place on Monday, January 7, at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Library Board Meeting Dates for 2013

January 7, 7:00

February 4, 7:00

February 18, 9:00 (Budget Committee)

March 4, 7:00

April 1, 7:00

May 6, 7:00

June 3, 7:00

July 1, 7:00

August 5, 7:00

September 3, 7:00 (Tuesday)

October 7, 7:00

November 4, 7:00

December 2, 7:00

Committee Meetings to be scheduled as needed

Closures

Monday, January 21 – MLK Birthday

Monday, February 18 – Presidents Day

Friday & Saturday, March 29 & 30 – Good Friday and Easter Saturday

Monday, May 27 – Memorial Day

Thursday, July 4 – Independence Day

Monday, September 3 – Labor Day

Monday, November 11 – Veteran's Day

Thursday, November 28 – Thanksgiving

Tuesday & Wednesday, December 24 & 25 – Christmas Eve and Day

Minutes for Construction Committee
Case-Halstead Library Board of Trustees
Tuesday, December 18, 2012

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Construction committee members in attendance were Barb Guebert, Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham, Christi Gerrish-Library Director

Also Present: Mayor Jan Fauke, Jeff Taylor arrived at 7 pm (noted below)

The meeting was called to order by Barb Guebert at 6:35 pm.

The minutes for review from a Nov. 15 Special Board meeting were listed incorrectly on the agenda as Construction Committee minutes. Therefore, the Nov. 15 Special Board Meeting minutes will be added to the agenda and reviewed at the Jan. 7 Board of Trustees meeting.

Barb reported that she and Christi met on Dec. 10 with the city of Carlyle's finance committee, which includes aldermen Don Perez, Brent Sheathelm, and Jeremy Weh. Also present was alderman Jason Edwards.

Barb and Christi presented construction management quotes for both Holland Construction and Poettker Construction as required by the city. They told the finance committee that by majority vote, the construction committee recommended Poettker Construction as the preferred company to the Library Board of Trustees for the new library and community center.

Barb and Christi then told the finance committee that by majority vote, the request of the Library Board of Trustees is to hire Poettker Construction as the construction management team for the new library and community center.

Jason Edwards said he still had questions on the two proposals because he has a different interpretation of the Holland quote than the interpretation of Christi. Questions were raised by other members of the finance committee, who eventually made the decision to table the discussion on the library boards' recommendation of Poettker construction until more answers could be obtained about Holland's quote.

Mayor Fauke removed the construction management topic from the agenda for the Dec. 10 City Council meeting.

Barb reported that over the past several days, Christi worked with city administrator Alissa Boerngen on the creation of a blank chart that was sent to both Poettker and Holland construction companies. The purpose was to clarify the gray areas and to see line-by-line comparisons on insurance and mark-ups, and other items. It was noted that the Construction Committee and Christi especially, has already spent countless hours discussing and comparing the quotes of Holland and Poettker.

The charts came back filled out by Holland and Poettker and there is still no way to compare every item because the two companies have different ways of listing their services. Confusion at the finance committee was because Holland has \$0 listed for preconstruction costs. The chart shows that the reason for this is because that service was not included. After a review of the new information provided, the Construction Committee stands by its choice of Poettker as the construction management team for the new library.

Barb said she called Fred Becker, the city's accountant and according to Barb, in Fred's opinion the firm that is hired should be the one that will be the best advocate for the library and not determined by a line-by-line comparison of every single charge.

Barb said she spoke with her husband, Tom Guebert who is the agency manager at Country Financial in Greenville about various insurance considerations, including who should be included, the size of policy umbrellas, builders' insurance, general and professional liability insurance, etc. It was decided that all of these insurance issues will need to be addressed with the construction management team and the city at the start of the project. (Insurance was one of the gray areas.)

Christi reported that she has reviewed the Illinois State Statutes For Public Libraries. She highlighted two paragraphs dealing with the rights and legitimacy of library boards in regards to library construction. A copy was provided to Mayor Fauke.

Christi reviewed the State Statutes after the last city council meeting on Dec. 10 when she was confronted with many questions by the council members. Some of the questions dealt with the hypothetical scenario of leftover money, in addition to other questions that were beyond what was listed for the meeting's agenda.

Barb said that she and Darren and Christi had a meeting on Dec. 17 with Mayor Fauke about the library board's role interacting with the city council and the city committees.

Barb said she contacted Maurice Griffithe, of Griffithe and Binsbacher, LLC who represented the library with the Maddux Trust. She provided a copy of the telephone conversation that was approved by Griffithe, and it is attached.

Jeff Taylor arrived at 7 pm. Christi and Barb reported that the Arcturis contract was approved by the city council after Ken Mehochko's review. This did not come without some dispute over whose name should be listed on the contract as the owner. The City wanted to change the contract to indicate the city as the owner. Maurice Giffithe told Barb the contract is correct and the library is the client. He suggested changing the wording in the contract from "owner" to "client" if it was a problem with the Council. Megan Ridgeway with Arcturis said the contract is clear, that the owner implies the primary decision maker who is the library board, and said she did not wish to change their contract language. Ken Mehochko, city attorney for Carlyle, reviewed and accepted the contract with Christi Gerrish as the client's representative, before the city council's vote of approval.

The Construction Committee discussed briefly the idea of having a special account for the trust money and the state grant money. Mayor Fauke said state grant funds will be held in an account separate from the general fund.

Frank made a motion to maintain our current legal counsel of Maurice Griffith to attend future city council meetings as deemed necessary with the purpose of answering questions and educating the city council members on matters regarding the Library State Statutes, the grant and/or land money, and the responsibilities of the library board as the decision and construction phase of the new library develops. The motion was unanimously approved and carried.

The Construction Committee meeting adjourned at 7:40 pm.

Respectfully Submitted,

Wendy Folen, Secretary

Enc.

Minutes for Special Meeting
Case-Halstead Library Board of Trustees
December 18, 2012

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Barb Guebert- President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Christi Gerrish-Library Director, Jeff Taylor- City Council Liaison **Also Present:** Mayor Jan Fauke

The meeting was called to order by Barb at 7:40 p.m. and the Pledge of Allegiance was recited.

Christi read two paragraphs from the Oct. 2012 IL State Statutes for Libraries. Specifically, she read the section pertaining to public library boards and the construction of new libraries. She said this was for clarification purposes. She provided Mayor Fauke with a copy earlier.

Barb provided an update of the topics covered in the Construction Committee meeting that took place directly before this meeting. (Please reference Construction Committee Minutes dated 12-18-12).

She told the Board about the meeting with the three members of the City Finance Committee, as well as Alderman Jason Edwards, Mayor Jan Fauke and City Administrator Alissa Boerngen. The result of the meeting was that the Library Board's recommendation of Poettker Construction as the construction manager for the new library was tabled until further questions could be answered regarding Holland's proposal.

Christi reported that the Architect's contract as presented was approved by the City Council. (Arcturis)

Barb said questions about our Boards' authority were raised because of the Finance Committee and the City Council and the Construction Committee recommends Maurice Griffithe be retained as needed. They believe he can answer questions at the City Council meeting that may arise about the State Statutes and how they relate to the role of the library board in the construction of the new library. Darren made the motion to retain Maurice Griffithe's legal representation at the upcoming council meetings as necessary, and Sharon seconded. All were in favor and the motion carried.

Christi presented the new chart format of information she received from Holland and Poettker, as well as their latest revisions. Jane and Barb each said their reviews did not change the original findings regarding cost. Nobody else had a change in opinion either. Jane said she was slightly irritated that Holland removed preconstruction services which lowered the price, and "assumed" they would be the responsibility of the city/library. The Board wants preconstruction services and that price would eventually be placed back in the bid.

Christi said despite all of her and Alissa's efforts, having a line-by-line comparison is still not possible in every area because of differences in the two companies' wording and service contracts. Darren said that our library board selected Poettker Construction as the recommended choice and that still stands despite the "new" information. The Board questioned if another vote should be taken but decided not to because nobody changed their mind from the original decision.

Sharon made a motion to accept Christi and Alissa's work to date of trying to get a line-by-line comparison of Poettker and Holland Construction. She believes we have done our due diligence in trying to get all the answers the Finance Committee has requested. Jane seconded the motion, all were in favor, and it carried. We thanked Christi for all her time and effort with this matter, while still fulfilling her main duty as Library Director. Frank said the extra work of Christi, Barb and others on the Board has not escaped notice.

Barb said the concern we all share is to keep the process moving forward. Mayor Fauke said the next City Council meeting will take place on Jan. 14 and that a meeting with the Finance Committee before could be arranged. Barb said she would contact Maurice and see if he could be available to attend the Jan. 14 City Council meeting.

Christi said she will contact Megan Ridgeway to meet with the Construction Committee at the library, and that it is an open meeting if other board members wish to attend. She is aiming for the first part of January and will notify us of some potential dates.

The Construction Committee will be responsible for keeping the rest of the Library Board informed on what transpires at architect and construction management meetings. It was decided that the designated primary contacts within the Construction Committee will be Barb (Board president), Christi (Library Director), and Wendy (Board secretary and licensed interior designer).

The entire Library Board was asked to pull together for the Jan. 7 Board of Trustees meeting, lists of priorities for the new library to provide direction for Megan with Arcturis. Construction Committee members already toured several facilities and Kim toured an impressive library in Chicago.

Before adjourning, Barb said we as a Board may disagree with each other on issues, but the main thing is that the new library is a special "once in a lifetime" project that will be a source of pride for the whole community.

Christi reminded us that Father Jack Frerker will be at the library on Dec. 20th to discuss his fifth mystery novel. At 8:31 pm, Brad made the motion to adjourn, Frank seconded, all were in favor, and the motion carried.

Respectfully Submitted,

Wendy Folen, Secretary

Note: A photograph was taken after the meeting for our historical archives that show the current Library Board and director signing off on the Architect's contract. Mayor Fauke took the picture.