

Meeting Minutes  
Case-Halstead Library Board of Trustees  
June 3, 2013

**Meeting location:** Case Halstead Library, 571 Franklin Street, in the children's library

**Board Members Present:** Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Brenda Johnson, City Council Liaison,

**Absent:** Christi Gerrish-Library Director (at training), Kim Stamps, Frank Buckingham and Brad Hoffman (all who provided advance notice), Frank left information on solar options to discuss

**Also Present:** Mike Burton, Mark Newkirk, Jean Van Dorn, Doris and Ray Elling, Carol Day, Mark Hodapp, Tom Arentsen, senior project estimator with Poettker Construction

Barb called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited. Barb welcomed Brenda Johnson as city council liaison to serve on the library board. She reported that she and Christi reviewed with Brenda the duties of library trustee in a previous meeting.

Wendy administered the oath of office to Brenda.

**Meeting Minutes:** May 6 Board Meeting: Jane-motion to approve; Sharon-second; all in favor, motion carried.

May 16 Special Board Meeting: Sharon-motion to approve; Darren-second; all in favor, motion carried.

**Treasurer's Report:** Jane read, all appeared in order. Approved on a motion by Wendy, second by Sharon; all in favor, motion carried.

**Library and Construction Bills:** Jane reported on the income and expenditures. It was discovered that line item 5620 on travel expense for Wendy Folen (\$78.31), was in the wrong place. The travel, related to the new building project, would need to be taken from the Maddux Trust. Jane also reported that line item 6580 shows that Christi's purchase of magazine subscriptions individually, rather than from one source, has saved the library a lot of money. Darren moved that the bills be paid without line item 5620, Wendy seconded; all were in favor and the motion carried.

Barb said Christi wondered if the budget should be modified to include more money for travel expense now that there is a larger library system and more miles to travel with training, conferences, etc. Barb said the new city administration has raised the city mileage reimbursement from .38 per mile to .56 per mile, an increase of 47.37%. There is currently \$900 in the budget for travel. Darren said he felt that since \$156.68 was all that was used last year, the amount should remain as budgeted. The board agreed.

Jane read the latest construction bill that shows Arcturis with 95% completion for the design, a deposit of \$200 for repair to the General Dean canvas that was found in the attic and will go in the new building, and a legal fee. Sharon made the motion to pay the construction bills, Jane seconded; all were in favor and the motion carried.

**Standing Committee Reports:**

Budget Committee: Nothing to report.

Long Range Planning Committee: Nothing to report

Building and Grounds Committee: Nothing to report

Personnel Committee: has a meeting set for Thursday, June 6 at 7 p.m.

**Other Reports:** Construction Committee: Darren made a motion to accept the minutes from the Construction Committee for meeting held on May 7 and Sharon seconded, all were in favor, motion carried. The minutes from the May 28 meeting will be reviewed at the next construction committee meeting.

Barb reported that she and Wendy will be meeting with Arcturis this week and that the plans are close to being finalized. While there are no new figures at the time, we continue to explore and request ways to cut back on the cost.

She reminded everyone that there is a zoning meeting scheduled for June 13 and is not aware of any expected problems. The purpose of the meeting is to request a variance set-back on part of the library that is on Franklin Street.

Barb asked if everyone had received an e-mail from Frank regarding solar. The discussion of energy conservation arose and Tom Arentsen of Poettker said savings over the years it what makes solar worthwhile. He cannot say at this point what the energy demands of the new building will be. The objective of the solar consideration is to make the investment to save energy and money over time; however the reality is that we must stay in budget now.

The solar is at the top of the wish list and should probably be addressed more when all the information can be provided that deals with energy consumption of the new building. Sharon requested that power stations be considered for electric vehicles in the parking lot, at least a couple.

**City Council Liaison:** Brenda said that she is happy to be here and is excited about the new library. However, she admitted that it is a difficult position because her objective is to represent everyone. She really wants to talk more about the finances, she said.

**Old Business:** Review of 2013 Library Calendar: nothing new to report.

Library 75<sup>th</sup> Anniversary: Sharon said she is still working on the video that has been underway for months and a timeline to include with the program. 350-400 invitations were sent out.

Annual Report will be summarized to allow for comparison with last year statistics.

State Grant Agreement: accepted on May 28, sent overnight to the Secretary of State, have not received contract back yet from Jesse White's office, (should be received prior to signing construction management's contract, as recommended by the State library representative)

**New Business:**

Building Update: Documents are 90 percent complete by Arcturis. (includes drawings and details to submit to Poettker for constructability review and bid preparation) Tom Arentsen with Poettker provided a time line that will vary because it is based on 100 percent Arcturis completion on June 5, which will be moved back a week or two. He said based on June 5, the job would go out to bid on June 17, with a review and award of bids July 8-19. Mobilization would begin July 15. Landscape would be last, scheduled in late March.

Public comments: Mark Newkirk - disappointed there are no new numbers yet. He questions the alternate sources of energy, not aware of the library being able to handle the storage capabilities required with the solar.

Barb said that right now, we are exploring all the options to keep costs down. She said Megan Ridgeway with Arcturis has cautioned her against making public figures known at this point because they are constantly changing. Arcturis is working with the board to make certain what is sent out to bid will fall within budget. The goal is to plan for everything to come in at, or under, budget. Tom Arentsen said they expect to receive some favorable prices from the bidders.

Mayor Burton asked a budget question regarding a decline in revenue from fees and fines that was not discussed in the meeting. Barb and Jane did not have the information, but fortunately, Brenda happened to have it. She said that in 2008 the amount brought in was \$15,000, then in 2010, it was \$18,000, then in 2011, only \$7,500. Sharon said that discrepancy came from Jim Roeckeman's rent and it was placed in the wrong column. She said since then, the line items have been expanded to provide more details.

The meeting adjourned at 9:15 pm. The next regular board meeting is scheduled for July 1, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Note: After the meeting, board members were invited to stay and share coffee cake that Barb had made to welcome Brenda Johnson to the library board.

**Minutes for Special Meeting  
Case-Halstead Library Board of Trustees  
Tuesday June 11, 2013**

**Meeting Location:** Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231 (children's library)

**Present:** Barb Guebert- President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Brad Hoffman, Brenda Johnson-City Council, Christi Gerrish-Library Director

**Absent:** Kim Stamps, Frank Buckingham-(had to work and informed Barb ahead of time, he submitted solar research he had conducted that Barb read under project update)

**Also Present:** Keith Poettker, Construction Manager, Devon DeJournett, HMG-Civil Engineer

The meeting was called to order by Barb at 7:10 p.m. and the Pledge of Allegiance was recited. The announcement was made that the Secretary of State had returned the State Construction Grant for the new library with the signature of Jessie White.

**Library Project Update:** Barb and Wendy presented all the latest information regarding the new building from discussions and meetings with Arcturis.. They presented interior and exterior finish samples, revisions to the interior space that reduced the size and eliminated some windows, a segmented retaining wall for the alley without a fence on top at the recommendation of Arcturis, and all the latest information on the site plan and the elevations.

A motion was made by Sharon to accept what was presented and to leave the final details/decisions of the design of the new building to the construction committee. Brad seconded, all were in favor, and the motion carried.

Keith announced that we were now looking at a mid-August ground break. He said that they need time to prepare bids and could not do so until the state grant was finalized with the sec. of state. Final plans are expected to be completed by Arcturis at the end of next week. Poettker Construction has already started preparing the bid template.

**Groundbreaking and 75<sup>th</sup> Anniversary:** Sharon said it will take place on June 29 from 10 a.m. to noon at the library. She said refreshments will be served inside the library and the speakers will be outside. Tents will be delivered and there will be seating provided under the tents. Kim was not present to provide more specifics, but Sharon said Kim had arranged for some young volunteers to usher. Sharon requested help from the board members to set up on Friday, June 28 beginning at 1 p.m.

She said in the event of rain, the Baptist Church across the street offered the use of their fellowship hall. The board decided to keep the event at the library because the majority felt it would be more convenient for all parties, especially with the refreshments inside the library. Barb noted that we are using the Baptist Church for all the summer reading programs and would not want to over extend our welcome.

Keith will provide a sign that will meet requirements from the state grant and recognize Flora Ethel Maddux. He will provide at least 20 shovels, although that many may not be required. Barb said with the 9 board members, the library director, and representatives from the architect, engineers, and construction

management companies, in addition to a couple of elected leaders, we may be close to that number. Wendy asked Sharon if Jim Roeckemann (previous library director-29 years) could be included, and Sharon, who had already contacted him, said unfortunately Jim is unavailable on June 29.

**Nonresident Fees:** Jane made a motion to keep the non-resident fee at \$56 for fiscal year 2013-14. Sharon seconded, all were in favor and the motion carried.

Nobody from the public was present to comment. Barb did mention that WGL Radio in Greenville sent a questionnaire about the new library project. She said they intend to provide a little publicity in the form of a 60 second ad. Barb reminded everyone that the next regular Board meeting will take place on Monday, July 1 at 7:00 p.m. The Special Meeting adjourned at 9:38 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Special Meeting  
Case-Halstead Library Board of Trustees  
May 13, 2013, 6:00 p.m.

**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

**Absent:** Jeff Taylor- City Council Liaison

**Also Present:** Gene and Jean Van Dorn

The special meeting was called to order by Barb at 6:05 p.m.

A reminder was made that Ken Mehochko, City of Carlyle's attorney, reviewed and accepted the language and terms as presented in the State Contract for the Library Construction Grant for the new Case Halstead Library.

A motion was made by Sharon for the library board to approve the State Library Construction Grant Contract and present it to Carlyle City Council for their approval so that it can be returned to obtain the final signature of Jesse White, Secretary of State of Illinois. The motion was seconded by Darren. All were in favor and the motion carried.

As this was the only item on the agenda, the meeting adjourned at 6:14 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

# Case Halstead P.L. – Income and Expenditures

June 2013

1. Income

- A. Nonresident Fees- \$308.00
- B. Fines & Fees- \$97.70
- C. Copier & Printer- \$83.30
- D. Fax Machine- \$44.75
- E. Book Sale - \$419.54
- F. Per Capita Grant - \$3371.72
- G. Amazon Book Sale (not in totals) –\$39.07

Total \$4325.01

Total at CH \$4450.26

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$102.60</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$22.77	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$660.00</u>
Overdrive - \$500.00	
Tincans Wireless - \$160.00	
5510 Postage	<u>5510 \$9.27</u>
Postage - \$9.27	
5520 Telephone	<u>5520 \$104.75</u>
AT&T - \$79.75	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$245.70</u>
Union Banner - \$245.70	
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$529.93</u>
City of Carlyle - \$454.20	
Ameren - \$75.73	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>

6510 Office Supplies	<u>6510 \$24.73</u>
Walmart - \$24.73	
6540 Janitorial Supplies	<u>6540 \$31.29</u>
Wal-Mart - \$31.29	
6580 Periodicals & Newspapers	<u>6580 \$39.97</u>
Country Magazine - \$10.00	
Papercrafts - \$29.97	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$3176.95</u>
Amazon - \$171.46	
Baker & Taylor – \$872.68	
Center Point - \$22.17	
Gale - \$406.84	
MidAmerica - \$221.40	
Ollis - \$482.40	
Overdrive - \$1000.00	
9250 Special Programs	<u>9250 \$</u>
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$4925.19</u>

Late Bills from May

5120 Tucker Electric - \$69.43
5710 Proliance - \$35.12
5520 AT&T - \$74.20
6580 Woman's Day - \$8.00
9250 Grand Rental Station – \$70.00



# Library Project Bills

~~May~~  
June  
May 2013

Maddux Trust:

8900 Other Improvements

Arcturis - \$20,208.84

Binsbacher & Griffithe - \$1406.00

Flowers by Tess – 155.00

*Kevin*

Keith Renick - \$100.00

Kelly Rensing - \$100.00

Pots on the Spot - \$150.00

Reimburse Barb Guebert – 37.68

Standard Rule Promotions - \$367.14

Total - \$22,524.66

State Grant:

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Library Director Date

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Library Board Treasurer Date

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Mayor Mike Burton Date

Late additions from May:

Ken Mehochko (State Grant) - \$160.00

Wendy Folen (Milage) - \$78.31

# Circulation Statistics---Monthly

2013 June

ADULT---2560

CHILDREN---1010

YOUNG ADULT---198

RENEWALS---674 (already added by age)

MANUAL CHECKOUTS---20

TUMBLEBOOKS---1

Overdrive---200

TOTAL=3989

ROUTE INS= 537

ROUTE OUTS= 804

COMPUTER USE= 368

Summer Programs:

Stone Soup – 35

Mad Science – 68

Phyllis Hostmeyer – 27

Animal Tales - 84

2012 June

ADULT---1917

CHILDREN---729

YOUNG ADULT---145

RENEWALS---597

MANUAL CHECKOUTS---96

TUMBLEBOOKS---7

Overdrive---120

TOTAL= 3611

	Maddox Trust	Budget	%	Actual	%
2001	\$ 10,500	\$ 115,810		\$ 107,032	
2002	12,512	138,280		139,808	
2003	12,000	128,950		117,643	
2004	10,794	133,690		124,920	
2005	15,978	142,720		129,900	
2006	13,714	150,020		127,759	
2007	14,314	158,530		139,140	
2008	14,909	183,290		166,709	
2009	15,251	178,910		159,210	
2010	18,027	171,580		145,990	
2011	20,784	157,390		157,390	
2012	20,600	210,720		182,058	
2013	23,000	182,600		167,229	
Total	\$ 202,383	\$ 2,052,490	9.86%	\$ 1,864,788	10.85%
Average/yr.	15,568	157,884	9.86%	\$ 143,445	10.85%

# **Case-Halstead Public Library Workplace Harassment Policy**

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## **Section 1. Purpose:**

The purpose of this policy is to guide the Case-Halstead Public Library and its staff in providing a work environment that is free from harassment of any employee by another employee, supervisor, contractor or customer.

Harassment negatively affects morale, motivation and job performance. It results in increased absenteeism, turnover, inefficiency and loss of productivity. It is inappropriate, offensive, and illegal, and will not be tolerated.

## **Section 2. Prohibited Conduct:**

This policy prohibits conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work environment, and forbids harassment of any kind (i.e. race, religion, color, age, disability, sex, etc.)

Examples of conditions or behavior that, when unwelcome or repeated, may be harassment are: (1) sexual flirtations, advances, or propositions; (2) physical contact or touching such as patting, pinching, brushing against another's body, and impeding or blocking movement; (3) verbal comments or statements regarding an individual's race, sex, color, national origin, religion, or age, such as epithets, derogatory comments or slurs, jokes, graphic or degrading comments; (4) visual displays in the workplace, such as posters, cartoons, display of suggestive, derogatory or degrading objects, pictures or drawings.

## **Section 3. Sexual Harassment:**

Sexual harassment is a form of sex discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. It is illegal when it is part of a manager's or supervisor's decision to hire or fire someone; when it is used to make other employment decisions like pay, promotion or job assignment; when it interferes with the employee's work performance; or when it creates an intimidating, hostile or offensive work environment.

Sexual harassment is defined as deliberate or repeated behavior of a sexual nature, which is unwelcome. In addition to the behaviors described in Section 2, this policy prohibits any demand or subtle pressure for sexual favors accompanied by promises or threats relating to an individual's employment performance or status.

#### **Section 4. Responsibilities:**

Every employee of the Case-Halstead Public Library is expected to refrain from behaviors or activities in the workplace that may be considered harassment.

Additionally, members of the Library Board of Trustees and the Library Director are responsible for ensuring that harassment does not occur in any library work areas. Board members and the Library Director are expected to treat any observed or reported incident of harassment as a potentially serious breach of organizational policy as well as a potential violation of the law.

Individuals who feel they have been subjected to harassment must immediately report such treatment to the Library Director or a member of the Board of Trustees. These complaints will be directed to the Library's personnel committee, which is authorized to deal with discrimination complaints. Employees who experience harassment are encouraged to politely, but firmly, confront the harasser and ask the person to stop.

An employee may also file a complaint using the Library's complaint process.

#### **Section 5. Complaint Process:**

Complaints and cases of harassment will be dealt with promptly. An individual who harasses another employee will be disciplined as in any other case of serious, potentially illegal employee misconduct.

The often-confidential nature of such a report is recognized and will be respected where appropriate during investigation and corrective efforts.

A form – "Case-Halstead Public Library Harassment Complaint Report Form" – should be completed to compile basic information to conduct an investigation of allegations of harassment.

#### **Section 6. Retaliation:**

Retaliation of any kind directed against an individual because that person reported such harassment is absolutely prohibited.

**POLICY ADOPTED** by the Board of Trustees of Case-Halstead Public Library on

\_\_\_\_\_  
(Date)

**CASE-HALSTEAD PUBLIC LIBRARY  
HARASSMENT COMPLAINT REPORT FORM**

Name of Employee Making a Harassment Allegation: \_\_\_\_\_

\_\_\_\_\_

Department Name: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Name of Person(s) Against Whom the Allegation is Made:

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Witness(es):

\_\_\_\_\_  
\_\_\_\_\_

Please use this space below to describe the incident(s). You may attach additional pages if needed (make sure pages are numbered, dated, and signed):

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Filing Report: \_\_\_\_\_

Date Report Filed: \_\_\_\_\_

Complaint Received By: \_\_\_\_\_

(Title)

Date Report Received: \_\_\_\_\_

Minutes for Construction Committee  
Case-Halstead Library Board of Trustees  
Thursday, June 6, 2013 at 7:30 p.m.

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

**Library Construction Committee Members Present:** Barb Guebert, Wendy Folen, Frank Buckingham, Jane Bullock, Darren Tracy

**Also Present:** Brenda Johnson – City Council Liaison, Keith Poettker, Poettker Construction, Carol Day, Tom Guebert arrived late

Reviewed construction committee minutes from May 28.

**Old Business:** Zoning Update: There will be a zoning meeting with temporary city administrator Van Johnson and the zoning board on June 13. The library is requesting a variance to have the building located closer to Rt. 50. Main reason of the architect is to maximize the building along Franklin and have the library be what is seen and not the parking. The concept was already approved by IDOT and all site lines on the corners are in compliance. The board members were asked to attend. The decision of the zoning board will go before City Council on June 24.

Construction Timeline: Keith reported a construction start in the middle of July. He said it could not start any sooner with all of the late rain and the fact that the library is waiting on the return of the State contract.

**New Business:** Frank led the discussion for solar panels on the roof, costs associated with it, structural engineer's design costs, etc., We discussed downsizing the number of panels, not depending on solar for as much energy use, but the goal of using some solar as an educational / energy awareness tool -- some kind of "meter" on a wall in the foyer area (?) as a visual to demonstrate the solar energy produced (something like a visual display at the Science Center). We also discussed using solar atop the parking lot light fixtures, etc.

Barb and Frank have both spoken with John Hodapp at Street and Alley. Barb said John may be available for a meeting about the solar possibility on June 11, or 12 but could not set a date yet due to a potential schedule conflict. He appreciated being updated.

Barb and Wendy updated the committee on all the discussions that took place in a lengthy meeting at Arcturis. This included the change of specialty exterior pavers to stamped concrete, having an alternate of GFRC instead of cast stone on some of the exterior, providing solar as an alternate, reducing square footage of community room to 1,200 square feet.



**Summary:**

- Frank will be in touch with Poettker/Arcturis/structural engineer re solar panels and other options for solar use -- also auto charging station(s).
- Brenda will check on IMEA contractual obligations regarding "net metering", etc. regarding solar energy.
- Barb and Wendy will have a teleconference with Arcturis to solidify the design changes.
- Barb will contact Keith Poettker regarding options to change special board meeting date and time.
- Barb and Wendy will continue contact with Egyptian Furniture regarding furnishings and layout.
- Barb and Wendy will meet with Foppe Visual in Highland on Wednesday, June 12, 8:30 a.m., to explore how we might use their services for signage and graphic design.
- Barb will meet with John Hodapp (Street & Alley / Electrical) on Friday (6/14). Devon DeJournett (HMG's civil engineer) has offered to attend the meeting.
- Zoning Board meeting set for Thursday, June 13, 7:00 at City Hall.

The meeting adjourned at 8:40 p.m. The next regular board meeting is scheduled for July 1, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Construction Committee  
Case-Halstead Library Board of Trustees  
Thursday, June 27, 2013 at 10 a.m.

**Meeting Location:** Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231 (main floor)

**Library Construction Committee Members Present:** Barb Guebert, Wendy Folen, Jane Bullock, Frank Buckingham, Darren Tracy (arrived 10:45)

**Also Present:** Christi Gerrish-Library Director, Brenda Johnson-City Council Liaison

The meeting was called to order by Barb at 10:10 a.m. Wendy announced that she had to leave around 11:00 for another appointment. Barb said she received news from Case Western University in Cleveland Ohio. She had contacted them about receiving a letter of congratulations for the 75<sup>th</sup> anniversary and groundbreaking ceremony. Our benefactor, Eckstein Case had a relationship with them as well. They agreed and we in turn will share details and pictures from our event with them.

Groundbreaking: Barb made arrangements with the city parks dept. to mow in time for the groundbreaking and they were there working. She and her husband Tom, already spent an afternoon clearing dead wood, trimming shrubs and weeding flower beds.

Sharon and Kim are finalizing all the other details for the open house and groundbreaking event that will be on Sat. June 29 at the library.

Barb mentioned the library cornerstone and asked everyone to think about it and what it should say. Christi suggested "Dedicated on \_\_\_\_\_ 2013 after 75 years"

Barb said Poettker Construction recommends letting the demolition contractor handle the salvageable material from the library. He said that is normal and we will get the best value that way as the company will apply proceeds towards the service. Barb said she wants the Clinton County Historical Society to have an opportunity beforehand to take items of historical relevance to preserve and display in their museum for future generations.

Other items the committee was updated on include: Canopy on exterior entrance: an alternate will be no glass, exterior lighting is still undecided since Arcturis only has modern options and recommends that we find our own and submit it to them for approval to ensure it meets commercial requirements.

Barb and Wendy had a conference call regarding the latest landscape plan from Arcturis. Barb still had concerns about the large quantity and types of plantings they show and took the plan to Jerry's Nursery for consulting. Patrick at the nursery said so often landscape architects design for structure and not growth and made several recommendations on plants/trees that would be good.

Barb talked to John Hodapp with Streets and Alley and the Electric Dept. and Arcturis and Poettker about the pursuit of solar for the new library based on all the research Frank has submitted. John needs the load requirements for the building but Poettker and Arcturis will not have that information until it goes out to bid. Frank said he has also been in many discussions with everyone and knows that we may be at a standstill at this moment. Keith in an e-mail to Barb dated June 24 suggested tabling the issue until the bids come in. Chrissy, the lead architect agreed in an e-mail on the same day. There will be an additional design fee to figure solar and there will be additional steel cost. She thinks it is better to see if there is money in the budget for this.

Barb asked Brenda if she would consider discussing the need with the Economic Development Committee and/or the City, for a master plan to update infrastructure to handle alternate energy/data options to keep up with all the changes that are happening in regards to green design and new technologies.

Frank is going to provide some information for a data package and Wendy will provide Christi with the name of the person at the school board meeting so she can contact him. (Wendy had attended the school board meeting and told the committee of their information technology specialist who was looking to upgrade all of the data in the school district. He stated that he found a source that would save a lot of money, but was looking for other clients in the area to make it affordable. Wendy wondered if the new library could benefit from this and possibly help the school and the city at the same time by going in together.)

Construction Bill: Legal fee of \$1406 for conversations with library board attorney Mauri Griffith and Joe Helingstein about the Poettker contract templates. This will come from the Maddux Trust account. Jane made a motion to pay the bill, Frank seconded, all were in favor, motion carried.

Jane said the architect's bill on May 31 was for 85% competition. It was \$19,800 with \$480.84 reimbursable for a total of \$20,208.84. Then there will be another bill for \$176.84 for Porta Potty for groundbreaking ceremony.

Darren said there is a musician coming for the groundbreaking who needs to be paid at the event. His name is Kevin Reinck and his fee for performing is \$100 that Darren said they included in the planning budget for the event. Christi said she can pay him from petty cash. She will need an invoice from him and will take care of reimbursing the petty cash from Maddux Trust account.

Barb reported that when she contacted the 911 coordinator to identify the new address, she discovered that because the entrance is not on Franklin Street, the new street address will not be listed on Franklin Street. She said Corey, the 911 coordinator and Jo Hollenkamp, city administrator, agreed that there should be no problem with having a new name for the entrance in and out of the parking lot of the new library. The name could not end with street or road, but lane, way or court would be acceptable. It was suggested by Wendy that it be called Maddux Way, after Flora Ethel Maddux.

Wendy had to leave at 11:10 a.m. during a final discussion about if the new building would require a fire hydrant. Brenda agreed to research and report back. Jane agreed to continue the minutes, but the meeting adjourned at 11:20 a.m.

The next regular board meeting is scheduled for July 1, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary