

MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, JANUARY 11, 2017
7:00 p.m.

MEMBERS PRESENT: Virginia Cassidy, Bill Cummings, Veronica Garcia-Martinez, Carolyn Massey, Susan Richter, Gary Vander Meer.

MEMBERS ABSENT: Wendell Johnson, Janis Kirts, Joe Mitchell

GUESTS: Anna Marie Gaura, Patty Hoppenstedt, Graham Harwood, Samantha Hathaway, Chris Johnson, Joshua McCarthy.

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADDITIONS/CHANGES TO AGENDA

None

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

- a) December 14, 2016 Board Minutes.
- b) Finance Committee Minutes: September 20, 2016, October 12, 2016.
- c) Director Search Committee Minutes: October 17, 2016, October 18, 2016 (3), November 2, 2016.

Richter moved and Cummings seconded to approve all the minutes at one time. Minutes approved.

COMMUNICATIONS

None.

REPORTS

- a) STEAM Learning Center. Anna Marie Gaura and Patty Hoppenstedt from the City of DeKalb explained in detail the concept of the STEAM Learning Center and its importance to the City of DeKalb. There were many stakeholder meetings, of which Dee Coover was a part of, that have been working on this project for a couple of years. The main purpose is for the revitalization of the downtown area. The project would not be in competition to the library and would be a regional attraction. There will be a meeting of the City Council on February 13, 2017 to talk about the project and financing as well as where this Learning Center will be housed. What they are asking from the Library is a letter of support.

- b) Owners' Representative Report. Graham Harwood reported that there are a very few items left on the punch list and all should be completed by the end of the month. Most all of the contractors came in below budget. Virginia Cassidy mentioned that she had signed an extension with the bank on both of our loans for three (3) months. There was a meeting that Frank Roberts and Dee Coover had attended with some politicians and it doesn't look promising for the library getting the 4.5 million from the state. Options were discussed and Cassidy will be asking Frank Roberts for a prospectus on the costs of re-financing vs. continuing paying on loan as we have been.
- c) Fundraising. Samantha Hathaway went over the funds collected for the past month; approximately \$18,000 in capital funds were raised. The library received \$6,375 from the Annual Campaign; but the cost of the mailing and the return mail (bad addresses) cost \$10,242 so we did not make a profit on this mailing. There are about 346,748 still outstanding in pledges. Reminders will go out on these.
- d) Director's Report. No questions on written report. The library will be returning the outside book drop because it is not working very well, the lock does not work, books are experiencing some moisture damage, and there have not been many book returns in this book drop. The library will be charged a 20% re-stocking fee plus the freight costs. Also, the Conservation Center was called and the library will not have the old light fixtures restored. There will be a savings there of more than \$5000.
- e) Friends' of the Library-Board Liaison Report. Veronica Garcia attended the meeting, as did Patricia Adamkiewicz. Garcia reported that she was glad that she attended the meeting and was glad to see how the Friends contribute to programs such as summer reading, etc. There will be a flash sale in the lobby on January 16, 2017.

DISCUSSION/ACTION ITEMS

- a) Change Orders #22 and #23. Graham Harwood reported that the change orders represent contingencies that will be coming back to the library. The library will receive a credit of about \$500,000. Richter moved and Cummings seconded to approve the change orders. Roll call was taken. Ayes: Cassidy, Cummings, Garcia, Massey, Vander Meer, Richter. Nays: None. Absent: Johnson, Kirts, Mitchell. Motion approved.
- b) Internet Policy. Joshua McCarthy updated the policy from last month correcting some wording and other minor changes. Richter moved and Massey seconded to approve the Internet Policy. Motion approved.
- c) OMA/FOIA changes. Phil Lenzini sent us information on a few changes. Joshua McCarthy explained some of the items. One is that all Board Members can read and listen to all of the closed minutes on record. Another change was the time limit to file claims, and another was on personal emails and that they can be subject to FOIA.

- d) Report from Finance Committee. Susan Richter reported that one estimate on the tuck pointing has been received for \$17,000. A second estimate will need to be obtained. Work would not be done until the spring. Discussion on where money will come from will need to be addressed. The committee made changes to the Finance Policy which was changing the amount of money the Director can approve without Board approval from \$20,000 to \$5,000. The Investment Policy was also changed to substitute "DeKalb Public Library" for "City of DeKalb" and similar changes in the roles of individuals (i.e., director vs. city manager). Vander Meer moved and Massey seconded to adopt and approve the Investment Policy. Motion approved.

Richter moved and Garcia seconded to revise and approve the Finance Policy. Motion approved.

- e) FOIA/OMA Training for new Board Members. (Information Only)
- f) Solicit preference for Board Committee assignments. (Forms to be turned into Patricia Adamkiewicz).
- g) Board Priorities for 2017. The Board discussed its priorities for 2017 to discuss with the new director. Richter suggested that personnel issues and programming be at the top of the list with others to follow. Richter moved and Cummings seconded to approve this suggestion. Motion approved.

FINANCE

- a) Approval of December 2016 Monthly Bills. Richter moved and Vander Meer seconded to approve the December 2016 monthly bills in the amount of \$48,187.67. Roll call was taken. Ayes: Cassidy, Cummings, Garcia, Massey, Richter, Vander Meer. Nays: None. Absent: Johnson, Kirts, Mitchell.
- b) Financials. There were no financials as it is the end of the July-December fiscal year. Accounts Payables will all need to be accounted for.

OLD BUSINESS

STEAM Learning Center. Vander Meer moved and Garcia seconded to take this item off the table. Motion approved. Discussion followed. Richter moved and Cummings seconded to send a letter of support. Motion approved.

NEW BUSINESS

None

ADJOURNMENT

The Board adjourned at 9:14 p.m.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator