

Lawrence Public Library Board of Trustees Meeting  
Regular Meeting, 7 p.m./Public Library  
Date: 09/20/2016

A public hearing was held at 6:45 for comment on the FY2017 budget. No public comment.

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Marilyn Wagner called the meeting to order at 7:00 p.m. Board members present were: Marilyn Wagner, Mike Neal, Cyndi Hays-Morris, John White, Luanne Negley, Susan Moore, and Sue Schultz.

I. Recognition of Visitors

A. Carol Hutchinson (library assistant), Terrie Tucker (library director), Dianne Brumley (Youth/Programs Director), Joyce Abel (assistant director), Dave Weger, Accountant

B. Tim Raibley, ADG Architectural Firm—Presentation on Windows

1. His take on what is happening with the windows. Original were awning type, single pane, and metal. The replacements were to get better insulation. The result of that is a frame on the exterior around the existing window and the installation of a window sash with thermal pane glass. Insulation value comes from thermal pane glass. The issue is there is an air space between the new window and the existing window, which makes dead air. The air has moisture in it, so when the dew point temperature is reached, we get moisture and it can't escape.

2. The easiest, least expensive thing to do is circulate the air between the existing window and the new. There is not an efficient way of doing that.

3. The other solution is to replace the windows. We may be able to use the existing sashes, but it may cost more to fix them up.

4. We need to look at the plans if we have them, and formulate a design that corrects this issue the most economical way possible and gives best bang for the buck. It may be doing a section at a time and building a new wall with new windows and finishes. That would be extreme, but should be investigated. Illinois now has an energy code that guides when fixtures are replaced—new ones have to be in compliance.

5. There are 41 windows.

6. ADG can give the board a proposal for them to come, take measurements, take pictures and come up with a preliminary design for the project. They would tell us the fee for this service. We would need this information to apply for any possible grants. If we would go ahead with their plan, their cost would be 10% of construction costs.

7. Mr. Raibley noted the LACOME utilized a grant through flood relief for their surgical center.

8. Susan made a motion that Mr. Raibley work on a plan for the windows to be replaced/repared. John seconded. Roll call motion

passed. John will get him the plans from the safe. After looking at the plans, they will write a proposal for us.

- II. Approval of Minutes—no changes. Motioned by John, seconded by Mike, to approve the minutes as emailed. Motion passed.
- III. Financial Report
  - A. Accountant's Report—presented by Dave Weger.
  - B. Claims—no additions or changes
    - 1. Mike motioned, John seconded to pay the claims as presented. Roll call motion passed.
- IV. Director's Report—presented by Terrie Tucker.
  - A. Election: The library board has 4 seats expiring—Mike Neal, Susan Moore, Sue Schultz, and Marilyn Wagner. Terrie has petition packets available. The election of April 4th, 2017.
- V. Youth/Programs Director's Report—presented by Dianne Brumley
  - A. The Jane Austen program is 9/29/16, Story time has resumed, and they are finalizing performers for next summer. A budget for the summer program was presented.
- VI. Unfinished Business
  - A. Health Insurance Benefits—Youth Programs' Director
    - 1. A question was raised at the last meeting because we couldn't tell how much the premiums are per month. She explained it is through the marketplace and the price fluctuates. It is not broken down by husband, wife, and children. Therefore, Terrie splits the cost into two parts for Ed and Dianne in order for the library to pay Dianne's part. The cost changes with changes in income, so is not always the same every month.
    - 2. Dianne will give the insurance bill statement to Joyce every month and Joyce will divide that amount in half and include that in her payroll check.
- VII. New Business
  - A. Official Approval of FY2017 Budget for the Operation of The Lawrence Public Library District
    - 1. Already completed
  - B. Ordinance #216-04—To Adopt a Budget for the Fiscal Year 2017, For The Operation of The Lawrence Public Library District and Enact An Appropriation Ordinance
    - 1. Susan motioned we approved the FY2017 budget appropriation, Luanne seconded. Roll call motion passed.
  - C. Surety Bond Coverage Increase Required—T. Tucker
    - 1. Ours has been outdated for quite some time. It is for the possible loss due to negligence or intentional acts by officials and employees. It has been \$80,000 coverage, and the insurance company has suggested we increase it to \$125,000, in accordance with our budget. The law is we have to have 50% of our budget. Terrie will show the state requirements to Cochran Insurance to make sure what they are providing

covers the requirements. This is already in the budget so no motion is required. Terrie will tell them to go ahead and increase the coverage to \$125,000.

VIII. Truth In-Taxation Compliance—no action required.

IX. Other Business

A. Electric Service Agreement

1. Mike moved we enter an agreement with Homefield Energy for our electric needs. John seconded. Roll call motion passed.

B. Policy manual needs updated by the Operations Committee (Mike, Cyndi and Sue).

C. Personnel manual—needs updated (hasn't been since 2009). Personnel committee will do this.

D. Susan brought up, in an effort to better our library, due to some recent phone calls received, we are going to talk about putting together a comment card/suggestion box that will be available at the library. The personnel committee will work on this idea.

X. Executive Session—not required.

Submitted by:

Cynthia Hays-Morris, Secretary

Note: The Operations Committee will meet before the next regular library board meeting, 10/18 at 6 pm. The Personnel Committee did not set a date.