

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES 25 NOVEMBER 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 25 November 2019 at 6:30 p.m. in the library. President, Sharon Glessner presided. Trustees present included:

Vickie Gardner	P	Sharon Glessner	P	James Hopkins	A
Phillip Kelley	A	Andrew Mayer	A	Jared Nobbe	P
Kenneth Perkins	P	Judith Tomlinson	P	Rita Trantham	A

Others Present: Mike Schneider, Architect, Quadrant Design and Elaine Steingrubey, Library Director.

Ken Perkins moved to approve the agenda. Vickie Gardner seconded the motion. Motion carried.

The Board viewed the Illinois State Library webinar entitled *Public Libraries in Illinois* to fulfill the Per Capita Grant requirement.

There was no public comment.

Vickie Gardner moved to approve the consent agenda, including the minutes of the Special Meeting held on Monday 28 October in which the Board reviewed the construction bids and awarded the construction contract. Jared Nobbe seconded the motion. Motion carried.

There was no report from Friends of the Library.

Committee Reports:

Building and Grounds: JP Fitzgibbons provided a list of subcontractors and an anticipated schedule of work to the Library. They will begin work the week of 2 December 2019 to prepare for the concrete cut scheduled on 9 – 10 December 2019. The Library will be closed on 9 and 10 December during this work. The anticipated completion of the downstairs work is 15 February 2020. Subcontractors are Bergmann-Roscow Plumbing, Bel-O Heating and Cooling, Gilbert Electric, Jeff Traiteur Tape and Painting, Richardet Floor Covering.

Mike had discussed the possibility of installing exhaust fans to help circulate the air in the lower level as an inexpensive alternate to installing the new outdoor air unit proposed in Alternate #6. The costs to install four exhaust fans came in at \$6,186.00. The original Make-Up Air (outdoor air) Unit costs, which we were hoping to largely eliminate with the fans, was \$20,174. The Make-Up Air Unit which brings in outside air and heats or air conditions it and generally adds capacity to the overall HVAC system was \$20,174 – approximately \$14,000 more than the fans. The Board table a decision on the Make-Up Air Unit pending more information on possible change orders and funding, such as the IMEA Lighting Grant.

JP Fitzgibbons also inquired about the bond requirement. He indicated that he could reduce the contract price by approximately \$9,500 if the Board did not require a performance bond. Under the terms of the ISL Grant this is not an option.

Mike Schneider left the meeting at this time.

Col. Morrison Committee: The Library Director was instructed to contact Phill Kelley regarding accessibility to Col. Morrison's home, as it will be necessary to use the building during construction.

Personnel Committee: Sherri Tjemmes has been offered and accepted the full-time position of Adult Services Coordinator. She is scheduled to begin work on 2 December 2019. The part-time position is still unfilled.

Library Assistant, Sue Oerter's retirement is effective as of 31 December 2019. Her last day of work will be 30 December 2019, as the library is closed on 31 December.

Library Director, Elaine Steingrubey, will be retiring in June 2020. The Personnel Committee will begin the process of a search for a new director in January, 2020.

Budget and Finance Committee: No report

Bylaws and Long Range Plan: No report

District Library: No Report

Ethics: No Report

Public Relations and Marketing: No Report

Technology: No Report

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 27 January 2020 at 6:30 p.m. in the library. Jared Nobbe made a motion, seconded by Ken Perkins to adjourn the meeting. Motion carried. Meeting adjourned at 7:13 p.m.