

**HOMWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES**

**Regular Board Meeting, March 21, 2018  
7:00 P.M.**

**CALL TO ORDER**

President Bouchie called the meeting to order at 7:01 pm. Present were George Bouchie, Yoka Ward, Adrienne River, Percy Harris, Cece Belue, Tom Nowak, Catherine Uecker, and Administrative Librarian Amy Crump. Recorder of minutes was Amy Crump.

**GUESTS –**

Lisa Stilts, HPL staff  
Margaret Novak, HPL staff  
Jill Postma, HPL staff  
Dan Porhte, Product Architecture + Design  
Dan Eallonardo, Independent Construction Services

**PUBLIC COMMENT**

None

**PATRON COMMENTS (BLUE SHEETS):**

Comment sheets were reviewed by the Trustees.

**CONSENT AGENDA (Action with Roll Call Vote)**

- Approval of the Minutes of the Board Meeting of February 21, 2018, as amended
- Acceptance of the Financial Report of February 28, 2018
- Approval of General Fund Check Register
  - Acceptance of the Bills Payable Report in the amount of \$293,464.75
  - Payrolls February/March 2018
  - IMRF and FICA February 2018
  - Balance Sheet as of February 28, 2018
  - YTD Actual Vs. Budget

**Ms. River moved to approve the Consent Agenda and Mr. Nowak seconded. Roll call vote: Bouchie-yes Ward-yes River- yes Harris- yes Belue-yes Nowak-yes Uecker- yes. Motion carried.**

**ADMINISTRATIVE LIBRARIAN'S REPORT (Information)**

See attached document. Ms. Crump pointed out the Ribbon-Cutting ceremony for the Thinking Money exhibit on April 7 and the Tales to Wet Your Whistle on April 11.

**NEW BUSINESS –**

- Renovation proposal (Action)
  - Dan Pohrte presented the proposed second floor renovation plan, which had been viewed by the Facility Committee at the March 13 meeting. He confirmed that there are still some tweaks to be made to the plan, including flipping the proposed new staff office

and the proposed study room as well as making sure that the new Friends Room would either have glass windows that were opaque and/or covered by the display case. The projected cost for upstairs renovation is approximately \$491,680.00. If it was approved by Board, the next step would be discussion about how to break it down into a multi-year project.

- Dan Pohrte then presented three options for a family bathroom in the library. Options A & B involve a repurposed staff bathroom. These costs would be less expensive than Option C, which is to convert a staff office off the lobby into a Family Restroom because it requires jackhammering through the floor to get to the current 4-inch pipe required by code. An advantage of Options A & B is that the Family Restroom would be easily accessible from Youth Department and for patrons on the second floor. There is concern about staff response to Options A & B, although staff could still use the Family Restroom as needed.
- Dan Eallonardo gave a report that Option C would fall in the ballpark of \$54,000, while Option A would be approximately 60% of that cost and Option B would be approximately 80% of that cost.
- The discussion on the bathroom was tabled until after the Board viewed the proposed areas of the library later in the meeting.

### **COMMITTEE REPORTS**

- Facilities (Information)
  - Approval of Committee Meeting Minutes (Action)  
**Mr. Harris moved to approve the minutes of the Facility Committee meeting on 3/13/18. Ms. Ward seconded it and it passed unanimously.**
- Finance (Information)  
No report
- Personnel Policy (Information)  
No report
- Policy (Information)
  - Request for Policy Committee meeting to discuss updating Meeting Room policies and review of Glow-forged laser cutter policies. The Committee set a meeting for April 17 at 7:00 pm.

### **OLD BUSINESS:**

EHC Contract – The February 2018 meeting was cancelled so Mr. Bouchie will address the East Hazel Crest Board at their April 2018 meeting, in plenty of time to start the renegotiation of the contract that expires in June 2019.

### **NEW BUSINESS (continued) –**

- S&P Rating
  - Ms. Crump informed the Board that Standard & Poor's rating for the library was raised from an A+ to an AA-. This is a good rating.
- Proposal for new art display (Action)
  - A proposal for a temporary art installation has been submitted by a student from the Art Honor Society at HF High School. The proposal was for flowers to be painted at the base of the front entry. **Ms. Uecker moved to approve the art installation proposal and Ms. Belue seconded it. The motion passed unanimously.**
- An invitation was extended to the Trustees to attend the April 12 Staff Luncheon for National Library Week, hosted by the Friends of the Library, at from 12- 2 pm.

- Ms. Ward requested that the April agenda contain an item to discuss the collection development budget.
- Renovation proposal—continued (Action)
  - The meeting continued with the Trustees and visitors going to view the areas for the proposed family bathroom. After viewing the spaces, the Board returned to the Makery for further discussion.
  - Mr. Nowak, Mr. Bouchie and Mr. Harris expressed concerns that the digging/jackhammering/trenching for Option C would incur additional costs, in the form of replacing the tile in the lobby, replacing carpet in the library and also the required closing of the library for that work.
  - Mr. Bouchie stated that the Board should be aware that there is always a possibility that costs could double or triple for any project but that before breaking ground, the Board would have a better estimate of costs.
  - Mr. Harris stated that he would want extra sound-proofing if Option A or B were chosen by the Board.
  - **Ms. Ward moved to pursue Option C for the family bathroom as expanded/amended so that the Board can get more precise estimates on the costs. Ms. River seconded the motion. Ayes = 5, Nays = 2. Motion passed.**

**ADJOURNMENT**

**Motion made to adjourn by Ms. River, seconded by Ms. Ward at 9:01 pm. Motion passed unanimously.**

The next Board meeting is scheduled for April 18, 2018 at 7:00 pm.

**Accepted**

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**George Bouchie,**  
**President**

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**Percy Harris, Secretary**