

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES
Regular Meeting
Location: Villa Park Public Library (Conference Room)
Agenda
June 28, 2017 @ 7:00 p.m.

Roll Call and Establishment of Quorum

Introduction of Visitors

Graham Harwood, CCS International / Andy Dogan, Williams Architects

Public Participation

Approval of the Minutes of the May 24, 2017 Annual Board Meeting<V>

Approval of the Minutes of the May 24, 2017 Regular Board Meeting<V>

Report of the Board President

Committee Reports

Treasurer's Report

Approval of bills/check register for June 2017 (FY 2017-2018) <R>\$74,613.35

Financial Reports

RAILS News / Legislative Update

Report of the Friends of the Library Liaison

Report of Gifts and Programs Sponsorships

Correspondence / Letters to Departing Staff Members & Thank You Letters

Library Director's Written Report

Unfinished Business:

New Business:

- *Approval of AIA Agreement, Document B101-2007 Edition between Villa Park Public Library Board of Trustees and Williams Architects for architectural services to expand and completely renovate the library building.* <R> Project is expected to span two years with construction beginning next spring. Compensation will be a stipulated sum equal to eight percent (8%) of the total cost of the construction, site work, and including furniture for the project. The percentage fee shall become a fixed lump sum fee at the conclusion of the Design Development Phase. (These fees were listed under professional fees in the proforma budget of the building plan submitted to village for their approval.)
- *Approval of Letter of Proposed Agreement for Architectural Services—Exterior Improvement (Concrete Fascia Panels).* <R> The library received a 50/50 grant from the State Library in the amount of \$125,000.00. This agreement with Williams Architects is for architectural services in the amount of \$22,900.00 for the replacement of three concrete fascia panels. Work has started on this project with an anticipated construction start date this fall. (Payment of the library's portion of this project will be made from the library's special reserve fund.)
- *Approval of agreement between Villa Park Public Library Board of Trustees and CCS International for owner representative services (not to exceed \$189,200.00).* <R> The owner's representative's agreement is expected to span the next two years and services include review of the construction design documents, project delivery recommendations, project budget revisions, cost control recommendations, value engineering/cost analysis, contract reviews, assistance in the bid/award phase, permit and insurance review, on-site management, review of requests for changes to work, etc. (These fees were listed under professional fees in the proforma budget of the building plan submitted to village for their approval.)
- *Approval of Certified Resolution for BMO Harris Banking Account.* <V> The library's accountant recommended establishing a separate account for the bonds for the library building project.
- *Disposal of Library Furniture and Equipment.* <R> Staff would ask the Library Board to dispose of obsolete, unneeded, and/or damaged equipment consisting of two copiers and six monitors per the Library Technology Plan's hardware replacement program.
- *Prevailing Wage Resolution* <V> Annually, the Library is required to adopt prevailing wage rates as determined by the Illinois Department of Labor (IDOL) or the Library must conduct their own investigation into wages in the area. Prevailing wage rates are used in public contracts. The past few years the Library has jointly adopted a resolution relying on June IDOL rates with the Village, School Districts #45, #48, and #88. It is recommended the Library again adopt the joint prevailing wage resolution.
- *Annual Reports* <V> The Library Board will review the activities of the previous fiscal year and approve an annual report for the Village Board and the State Library (IPLAR: Illinois Public Library Annual Report)
- *Approval of Policy 731, Circulation: Schedule of Fines and Fees* <V> Policy revisions include providing patrons with the ability to purchase a replacement if they lose or damage an item and using the Amazon cost to charge a patron if that cost can be located.

- *Approval of Policy 643, Public Information, Services, and Networks.* <V> Staff would recommend combining Policy 643, Public Information, Services, and Networks with Policy 646, Use of the Internet. Staff added a mechanism for educators to use the Internet computers with their students.
- *Approval of Intergovernmental Agreement for Electronic Content Consortium (MyMediaMall).* <V> The “Intergovernmental Library Agreement” to be approved by the library boards of the current My Media Mall member libraries was created to establish a governance structure within the current consortia.

Planning of Future Meetings
Around the Table
Adjournment <V>

<V> = Voice Vote <R> = Roll Call Vote

The Villa Park Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Library Administrator at (630) 834-1164 promptly to allow the Library to make reasonable accommodations for those persons.