

1. Pledge of Allegiance

2. **Roll Call:** Called to order at 7:11 PM by President Cathy Kuratko. Present were President Cathy Kuratko, Trustee Sandy Laszkiewicz, Secretary Demitrus Evans, Vice-President John Lamberti, and Trustee Elizabeth Hunter (7:13 PM) Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz and Business Manager Allison Muzal. Absent: Treasurer Jerry Chenski and Trustee Jenice Hampton

3. Public Comment -No Public Comment

4. Review of Minutes

- A. *COTW Minutes 12/12/16* Motion to accept by President Cathy Kuratko, 2nd Vice-President John Lamberti, Motion carried, 5 aye, 0 nay, 2 absent.
- B. *Regular Minutes from 1/23/17-* Motion to accept by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, Motion carried, 5 aye, 0 nay 2 absent.

5. New Business

- A. Payment of Bills
 - a. Construction bills from Arc 1 Electric, Automatic Fire Systems. Cove Remediation, FQC (construction manager), Jensen Plumbing, RB Construction, Regency Tile, Nedrow Decorating (painter). Funds will be transferred from capital account after project's final inspection by the Village. There is a 10% withholding until final approval.
 - b. Workers Comp bill from Hartford
 - c. Payment for Chocolates from Around the World presentation
 - d. Website final payment from Olive Street Design

Motion to accept payment of bills in the amount of \$148,337.87 by President Cathy Kuratko, 2nd by Trustee Elizabeth Hunter, motion carried, 5 aye, 0 nay, 2 absent.

B. Treasurer's Report

- I. Reported by Business Manager Allison Muzal in the absence of Treasurer Jerry Chenski
 - a. In regards to construction, we had been classifying consulting fees into construction which would have eventually gone to fixed assets and would have shown on balance sheet. However we realized we had budgeted them as an expense so they were reclassified and taken from balance sheet and put onto profit and loss statement.
 - b. Received final financials and audit report from Sikich and now will have updated balance sheet showing their corrections. They filed the report with the state and we sent hard copies to the Cook County Clerk's Office. Dan Berg, Head Auditor with Sikich, was invited to the COTW to discuss the financials.

Motion to approve Treasurer's Report by President Cathy Kuratko, 2nd by Trustee Sandy Laszkiewicz, motion carried, 5 aye, 0 nay, 2 absent.

C. Review of Library Policies

- i. *Policy 5.2 Credit Card Policy* - Removed line regarding credit limit. Motion to approve amended policy by President Cathy Kuratko, 2nd by Vice-President John Lamberti, motion carried, 5 aye, 0 nay, 2 absent.

ii. Reaffirm Policies 2.1.3 Non Resident Library Cards, 5.1 Purchasing, and 6.81 Firearms with no changes. Motion to reaffirm the above policies by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 5 aye, 0 nay, 2 absent.

D. Proposal from Product Architectural Design - For Club House and Story Time room remodeling, \$5,600.00, will probably not need a construction manager. This is the same architect that designed the workroom and the restrooms. One of the three donor families will contribute funds towards the projects. There is no need to go to bidding unless it is over \$20,000.00.

Motion to approve the Product Architect design proposal in the amount of \$5,600 for the Youth Department design and that they provide 2-3 options made by President Cathy Kuratko, 2nd by Trustee Elizabeth Hunter, motion carried, 5 aye, 0 nay, 2 absent.

E. Engineering Proposal for Fire Alarm Design and Installation Oversight: 1. 20/10 Engineering - did mechanical assessment for building, \$7900, 2. Elara Engineering, \$9800. We are looking to do the work this spring. HVAC depends on the incentives and we are not yet sure if they'll be available. Fire alarm system estimates range between \$40,000 and \$50,000. All alarms will have to be replaced, system is now 36 years old.

Motion to approve Proposal for Fire Alarm Design and Installation Oversight, in the amount of \$ 7,900 from 20/10 Engineering by Trustee Elizabeth Hunter, 2nd by Trustee Sandy Laszkiewicz, motion carried, 5 aye, 0 nay, 2 absent.

6. Director's Report-

*Min Wage in Cook County does to apply to Government agencies, but it raises competitive issues

*3D Advanced Class next Tuesday, most likely 10 employees attending

*Newspaper digitization project, meeting with Back Stage Library Works, but expensive, requires equipment that can be rented

*Friends Annual Meeting

*Julie's father – Art Howell passed away

*Employees: Alex from Youth left, Melanie promoted to full-time

*Restrooms done

*April will have a Food for Fines week

Motion to accept Director's Report made by President Cathy Kuratko, 2nd by Secretary Demitrus Evans, motion carried, 5 aye, 0 nay, 2 absent.

7. Unfinished Business - Possible issue with handicap button in front

8. Executive Session- moved to March COTW

9. Public Comments- No Public

10. Board Comment- Focus Financial should attend a future meeting with their investment options

11. Adjournment

Motioned by President Cathy Kuratko at 7:52 PM, 2nd by Trustee Sandy Laszkiewicz, motion carried, 5 aye, 0 nay, 2 absent.

Submitted by Secretary Demitrus Evans