

Lincoln Township Public Library Board of Trustees
Special Meeting Minutes: Tuesday, August 17, 2021 | 6:30 pm
IN PERSON | Community Room

Present: President Megan Yore-Norbey, Vice President Linda Stocker, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Connie Weaver (via zoom), Trustee Elizabeth Carlson, Director Jessica Ishmael.

Absent: All in attendance

CALL TO ORDER: 6:32 p.m. by Megan.

Public Comment: None

Guest Introductions: Jessica introduced Sean Ebbert, Vice President of Pearson Construction Company, Inc. and Deb Christensen, Head of Finance and Operations, Lincoln Township Public Library.

Additions to Agenda: None

Building Refresh:

a. Budget Proposals – Pearson Construction

Sean explained the budget proposal as submitted by Pearson Construction Company, Inc. The areas addressed were painting, flooring, updated lighting to LED, HVAC rooftop unit replacement, new shelving & furnishings, wall removal & construction, ceiling tile replacement, project sequencing, project management, and architectural & engineering services. Sean explained that the budget numbers presented were general; specific numbers will be obtained as the update process continues and prioritization decisions are made.

b. 15 minute Question and Answer Session

Many questions were asked and answered during Sean's explanation. The Board was interested to know Sean's opinions on 'phasing' the update and completing various parts of the update over time. It was also discussed that the Board awaits budget numbers for new shelving & furnishings from Demco; these numbers are not included in the Pearson proposal.

Sean was thanked for his presentation and left the meeting.

c. Prioritization Discussion

1. Deb noted that the roof was installed in 2000 and will need to be replaced within the next five years. She suggested the Board consider replacing the roof with the update of the HVAC units.

2. Jenny noted that the Library's Future Needs Account has funding for a roof replacement. This account also has funding for some other aspects of the proposed update (furniture/shelving, carpet/paint, HVAC).

3. Jenny indicated that the September Board meeting will include the annual audit report. She suggested the Board use the meeting to seek the opinion of the Library's auditor regarding optimal retained earnings fund and future needs account amounts.

d. Resource on Bonds

1. Jessica distributed copies of LTPL Bond Project developed by PFM Financial Advisors December 3, 2019 to Board members needing copies.

2. General requirements concerning bond projects/elections were discussed

3. Fundraising was discussed as an alternate means of funding the update. Strategies suggested were intentional communication via newsletters and social media as well as identifying donor contributions on physical items (shelves, chairs, etc).

4. Combining fundraising with use of the Future Needs Account funds was discussed and met with interest

5. Megan volunteered to assemble a spreadsheet with various options of action, attaching budget as she is able.

Hours Survey Recommendation:

Jessica recommended running a pilot trial of opening the library to the public one-hour earlier at 9am Mon-Fri for a 3-month period, October 4-December 31, 2021. Liz made a motion to accept the recommendation and Linda seconded it. The motion passed unanimously.

Determination of Next Steps:

Jessica will request Pearson include a general budget assessment of roof replacement cost.

Jessica will track hours of use with expanded hours, develop a usage goal for the expanded hours, and will assure expanded hours information is distributed via usual communication means.

The meeting was adjourned at 7:54pm following a motion by Liz and seconded by Linda. The motion was passed unanimously.

Submitted: Suellen S. Klein, Board Secretary