

**LIBRARY BOARD MEETING
MONDAY, JUNE 23, 2014, 6:30 P.M.
CITY COUNCIL CHAMBERS**

CALL TO ORDER:

The Regular Meeting of the Hazel Park Memorial (HPML) Board of Directors was called to order at 6:40 P.M. by Barbara Winter, President.

BOARD OF DIRECTORS PRESENT:

Barbara Winter, President
Tim Wright, Vice-President
Linda Zeiss, Secretary
Sandra Pond
Ed Bullock
Irene Zagar
Corrine Stocker, Library Director

IN THE AUDIENCE: Shirl Howell, Brad Gurgul and Jeanne Markowski

CONVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON AGENDA ITEMS: N/A

ADDITIONS TO AND APPROVAL OF THE AGENDA:

Zeiss made a motion to approve the agenda. Zagar supported the motion. The motion was approved 6-0.

APPROVAL OF MINUTES:

Zager made a motion to “receive and file” the minutes for the April 28, 2014 meeting; Pond supported the motion. The motion was approved, 6-0.

DIRECTOR’S REPORT:

NOTE: A COMPLETE NARRATIVE OF THE DIRECTOR’S REPORT IS ATTACHED.

The Director placed the following monthly documents in each Board member’s packet:

- CIRCULATION REPORT—APRIL, 2014 AND MAY, 2014
- APRIL, 2014 AND MAY, 2014 PROGRAM STATISTICS

- MAY, 2014 AND JUNE, 2014 INVOICES

Bullock motioned to "receive and file" the Directors Report. Pond supported the motion
The motion carried, 6-0.

NEW BUSINESS:

- **Proposed Repair of Current HVAC System**
Library Director Stocker proposed a repair to the existing HVAC System, which was not adequately cooling the building, resulting in many complaints from library staff and the public; she included a copy of a repair estimate from Main Heating & Cooling in each board packet; the repair estimate was \$811.90. Bullock made a motion to go ahead and repair the system; Zeiss supported the motion. The motion carried, 6-0.
- **Professional Request for Proposal for Replacment of HVAC System**
Library Director Stocker included a Work Authorization from Nowak & Fraus Engineers to write up and post a formal RFP for the replacement of the HVAC System; the group would also review bidder's qualifications/experience and recommend a contract award. The Board requested that Stocker approach the firm again to request a discount on the price, as well as to write in a provision for quality assurance and project oversight.
- **Fiscal Year 2013-2014 Budget Transfer Request**
Library Director Stocker included a formal Budget Transfer Request in each Board Member's packet, detailing which accounts had overages and which had shortfalls. She requested a transfer of funds from accounts with overages to accounts with shortfalls and pointed out that we had a positive variance of \$23,605 in our expenses for the fiscal year. Bullock made a motion to transfer the funds accordingly; the motion was support by Pond. The motion carried, 6-0.
- **Meeting Room Application**
The Board reviewed an application by a political/social/motivational group called The Bond Movement to use the Monroe Room on Saturdays, when it is available. Pond made a motion to approve the application; the motion was supported by Bullock. The motion carried, 6-0.
- **Bullock's Fund Balance Replacement Plan**
Bullock drafted a Fund Balance Replacement Plan, which was included in each Board Packet. He talked about it to the group. It proposes to bank \$4,000 of our operating budget each year, in an effort to re-build our General Fund. No motions were made.
- **Proposed Library Closure on 6/30/2014 to Replace Server**
Library Director Stocker proposed to close the library on Monday, 6/30/2014 to replace the network server with the new NAS system, based upon TLN's availability. Pond made a motion to grant the closure; Bullock supported the motion. The motion carried, 6-0.

OLD BUSINESS:

- **Elevator Repair**
Library Director Stocker presented the Board with repair bids from several elevator service companies. She recommended that we discontinue our \$2500 annual service contract with OTIS and move to 5-Points for quarterly oiling and inspections for just \$500 per year. She also recommended that we hire 5-Points to replace both sensors for \$3,100. Ponds made a motion

(Library Board's Minutes of 6/23/2014)

to hire 5-Points for the replacement of the sensors and for the quarterly inspections and oilings; Bullock supported the motion. The motion carried, 6-0.

COMMITTEE REPORTS: None

PLANNING: None

PUBLIC COMMENTS: N/A

ADJOURNMENT:

Winter motioned adjournment at 7:25 P.M. Pond supported the motion. The motion carried 6-0.