Regular Library Board Meeting – Monday, February 13, 2023

Called to Order: 4:30 PM

Roll Call: Cookie Kaste, Diana Mackie, Nick Kotek  
Absent: Tanya Skalecki, Village Representative  
Also Attending: Samma Johnson John Thompson, Cory Scheidler  
Open Meeting Compliant

**Agenda**: Motion: Kotek, 2nd: Mackie. Unanimous

**Minutes**: Typo “signed” instead of sighed noted. Motion with correction: Mackie. 2nd: Kaste. Unanimous.

**Bills**: Motion to approve: Kotek, 2nd: Kaste. Unanimous

**End-of-Year**: Is there a way to separate out the Budget V. Actual report to not show extra accounts (Building Fund) with regular budget? Samma will look into it.

**Time cards**: April would like the Time Cards for auditing purposes. Samma will clarify what she wants and when she needs them. A signature should not be required.

**Directors Report**: Reviewed in advance. No questions.

**Building Committee**: Cory walked through most recent changes of the interior and exterior of Cedar Corps designs

* Option 1: Pre-Cast, Flat-Roof building. Good thermal score, complimentary to the school buildings. Cost effective and long lasting. Goes up very quickly since panels are manufactured off-site and then put in place. Roof type allows for more natural light. Ability for roof-top units for mechanicals.
* Option 2: Traditional pitched-roof building. Durable, long-lasting.
* Roofing for both options last approx.. 30 years. Pitched roof may lead to ice blockages, damming, etc. Flat Roof option can be routed to drain directly to the sewer.

Currently: Costs would be similar. 2.8-2.9 Million. Cory explained how his calculator works to come up with that number, based on “today’s numbers”.

At our meeting with the village board, we would like to give our preferred design and get an approval to move forward with Option 1 and Fundraising. The Village Board requested a trustee presence at either their upcoming March 6th or 20th meetings, but no one is available. Cookie will request a quorum of their members at our upcoming March 13th meeting with April.

A few minutes were taken to break down some of the individual space costs. We estimated using a $3M price point, divided by 9000 sq. feet for an approximate cost of $330 per square foot. These figures will be used by the Capital Campaign in the Donor Brochure.

* Building Naming: 1.5 Million
* North Side Green Space: 100,000
* Multipurpose: 545,000
* Study/Meeting: 87,000
* Study: 45,000
* Adult: 220,000
* Teen: 220,000
* Children’s Area: 200,000 (125K each)
* Computer/Tech: 83,000
* A/V & Things: 165,000
* Office: 52,000
* Work Room: 166,000
* Circulation: 160,000
* Vestibule/Entrance: 171,000
* Reading Lounge: 200,000
* Study/Reading: 87,000
* Book Drop: 10,000
* Outdoor Lockers: 50,000  
    
  Toward the end of the project, we could offer outdoor items to be placed for smaller donation amounts ($100-$1000) such as benches, picnic tables, Trees/Plants, flag pole, paving stones, bike racks, etc.

Donation Acknowledgement Procedure: April is sending monthly statements to Cookie.

Thank You Letters should be sent; need to include figure of donated amount in case they plan on using the donation for tax deduction. Do these as they are received (Can this be delegated to a member of Capital Campaign?)

Staff Job Descriptions: Motion by: Nick to Approve. 2nd: Diana. Unanimous.

Meeting adjourned at 6:12 PM.