

MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF LIBRARY TRUSTEES OF THE  
COOK MEMORIAL PUBLIC LIBRARY DISTRICT

February 13, 2018

**Call to order:** The special meeting of the Cook Memorial Public Library District was held on Tuesday, February 13, 2018 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by President Bonnie Quirke at 6:00 p.m. Ms. Quirke asked Ms. Oakley to serve as Secretary and conduct the roll call. Trustees present at roll call in addition to Ms. Quirke were: Ann Oakley, Jim Larson, Wendy Vieth, and Phyllis Dobbs. Nate Johnson and Rob Schuler were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Administrative Assistant Gabriella Pantle. Also present were Jack Hayes, Fred Marano, John Eallonardo, Jason Goike, and Rob Lach of Frederick Quinn Corp.

Nate Johnson joined the meeting at 6:03 p.m.

**Public Comment:** None.

**Construction Management Firms Interview:** Mr. Archer first explained the concept behind using a construction manager (CM) as agent model for the Aspen Drive Library expansion. The Board will hire a CM as Agent for a fixed fee to manage the construction project and all subcontractors. The project will be broken down into individual bidding packages, each representing a specific component (i.e. carpentry, plumbing and electrical). The library holds all contracts with the subcontractors and signs off on individual pay requests. A CM usually works on a project from conception to completion, which includes working with the architects in the design phase of the project; cost estimating and bid services; construction administration including full-time site supervision and project management; assisting with various reviews required by the Village of Vernon Hills and Lake County. He then introduced Jack Hayes, the President of Frederick Quinn Corp. Using handouts and a PowerPoint presentation, Mr. Hayes and his associates spent the next half hour providing an overview of the firm and their experience, explaining the construction manager as agent model, discussing pre-construction with the design phase, bidding and then construction. They also explained what each one of their roles would be on the Aspen Drive project. Their presentation was followed by a short question and answer session before leaving the meeting at 6:45 p.m. Kurt Hezner and Keith Schodin from the Hezner Corp. joined the meeting at 6:53 p.m. and began their presentation. Mr. Hezner started by providing a background of their company. He and Mr. Schodin spent the next half hour explaining what steps their company would go through to complete the Aspen Drive expansion from start to finish. They stated that approximately four team members would be selected for this project and would stay with the project from start to finish. They discussed past and current projects that they have worked on and the budgets for each. They have a good understanding of

the project and recommend going out to bid by November 5. A brief question and answer period followed. Mr. Hezner and Mr. Schodin left the meeting at 7:35 p.m.

**Adjournment:** Ms. Vieth made a motion, seconded by Ms. Oakley to adjourn the meeting. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Vieth, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion passes. Having no further business, the meeting was adjourned at 7:36 p.m.

Respectfully Submitted

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Ann Oakley, Secretary Pro-tem

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Bonnie Quirke, President