

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

December 13, 2016

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, December 13, 2016 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 5:02 p.m. Trustees present at roll call in addition to Ms. Quirke were: Tom Milowski, Rob Schuler, Jim Larson, Ann Oakley, Nate Johnson, and Wendy Vieth.

Staff members present were Library Director David Archer, Assistant Library Director Lauren Cerniglia, Business Manager Russ Cerqua, Senior Manager of Children's Services Melissa Henderson, Aspen Drive Library and Outreach Manager Brooke Bahnsen, and Administrative Assistant Gabriella Pantle. Also present were Dan Pohrte and Tiffany Nash of Product Architecture + Design and district resident Mike Henneberry.

Public comment: None.

Interview of Architects for Potential Expansion of Aspen Drive Library: Before the architect interviews began with the three firms chosen, Ms. Quirke explained that the purpose of the interviews tonight is strictly for each firm to present their qualifications to work with Trustees and the Director on the exploration of potential expansion options at the Aspen Drive Library. She further explained that in order for Trustees to have adequate time to carefully consider the firms, she suggested that no action be taken tonight to select a firm. Trustees will have the opportunity at the January 17th regular board meeting to rank the interviewed firms in order of qualifications with the highest ranked firm chosen to enter in contract negotiations in accordance with the Local Government Professional Services Selection Act. If after working with the selected architect the Board determines to proceed with expansion, a separate process will ensue to reach agreement with a firm to design the proposed expansion.

Mr. Dan Pohrte and Ms. Tiffany Nash of Product Architecture + Design began their presentation by describing the philosophy of their firm and reporting that they have been in business for 10 years, have a smaller firm that can work directly with their partners and they specialize in libraries. They have worked with 43 libraries and showed slides of recent projects at the Ela Area Public Library, Arlington Heights Memorial Library and Waukegan Public Library. They reported that their current project at Indian Trails Public Library came in on budget and is currently under construction. The \$14.5 million project is adding approximately 15,000 SF and will provide much needed space for programs, a new meeting room, study rooms and maker space. They then showed three different site expansion options for the Aspen Drive Library and an expansion option test fit including new spaces, collection and furniture. This was followed by a question and answer period.

At 5:56 p.m. Mr. Scott Hezner, Mr. Kurt Hezner and Mr. Rob Judge began their presentation. Scott Hezner touted their connections and experience working with the Village of Vernon Hills and feels that this gives their firm an advantage. While they haven't worked on any libraries, they have worked on more than 1,800 projects during the firm's 84 years primarily in the states of Illinois, Wisconsin and Florida. Some of their more recent projects include the United Auto Workers building in Lincolnshire, Rust-oleum Corporation in Vernon Hills and the Vernon Hills Park District Maintenance Facility. They then showed a few site expansion options followed by a question and answer period.

At 6:50 p.m. Michael Barnes, Lisa Schmidt, John Lucas and Ken Osmun from Wight and Co. began their presentation. Mr. Barnes began by explaining the philosophy of their company and reporting that they function as a “one-stop shop” from developing the programs and architectural plans through construction and client acceptance. Wight & Company’s architects and designers are surrounded by engineering, construction, and procurement colleagues, working together as a single team, as part of the same company. This integrated design and delivery approach keeps projects on budget through continuous cost input, improves delivery speed, and ultimately creates better projects that lead to long-term, productive client relationships. He further explained how this approach results in a more efficient process, as well as reduced changed orders and overall cost savings for their clients. They touched briefly on some of the projects they have worked on and then presented a potential Aspen expansion design including plans for the existing space. Overall goals included: library services remaining open during the project to minimize patron disruption; expanding the building to more effectively house current/future patron needs with the possible inclusion of a basement; providing new stairs and an elevator to additional floor construction; providing additional patron seating throughout the library; and adding a possible outdoor reading garden to be accessible for patrons and community activities. This was followed by a question and answer period.

Approval of the Minutes: Mr. Larson made a motion, seconded by Mr. Milowski, to approve the minutes of the regular meeting of November 15, 2016. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Approval of the Bills: Mr. Milowski made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from November 12, 2016 through December 9, 2016 in the amount of \$589,940.10. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported on the quarterly staff meeting that took place on December 2 and briefly discussed the items on the agenda. He also reported on the annual FOIA training that he and Ms. Pantle recently completed, the One Book One Community event for which they have partnered with Vernon Area Library and Indian Trails Library, the refreshed website with a tentative launch date of early 2017 and usage of the Digital Studio.

Approve the Report of the Director: Ms. Vieth made a motion, seconded by Mr. Johnson, to approve the Report of the Director. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance and Employee Practices: No report.

Policy Review: No report.

Building and Grounds: No report.

Development Committee: No report.

Resources, Services and Long Range Planning: No report.

Libertyville Parking Commission Representative: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Technology: No report.

Other Business: None.

Communications: Ms. Vieth gave Mr. Archer a brochure that she picked up at Libertyville District 70 that outlines their strategic plan and suggested that the Library do the same type of brochure. Mr. Archer and Ms. Pantle will follow up on that.

Public questions: None.

Adjournment: Mr. Milowski made a motion, seconded by Mr. Larson, to adjourn the meeting. Having no further business, the meeting was adjourned at 7:55 p.m. Roll call was as follows: Ayes; Mr. Milowski, Mr. Schuler, Mr. Larson, Ms. Quirke, Ms. Oakley, Mr. Johnson, and Ms. Vieth. Nays; none. Motion carries.

Respectfully submitted,

Rob Schuler, Secretary

Bonnie Quirke, President