

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

February 20, 2018

**Call to order:** The regular meeting of the Cook Memorial Public Library District was held on Tuesday, February 20, 2018 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. The meeting was called to order by President Bonnie Quirke at 6:30 p.m. Trustees present at roll call in addition to Ms. Quirke were: Wendy Vieth, Jim Larson, Rob Schuler, and Phyllis Dobbs. Nate Johnson and Ann Oakley were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present was district resident Harry Bishop.

Ms. Oakley joined the meeting at 6:31 p.m. immediately following roll call.  
Mr. Johnson joined the meeting at 6:34 p.m.

**Public comment:** None.

Ms. Quirke announced that she would be deferring agenda item 5b, Approval of Contract with Product Architecture + Design, to the next board meeting.

**Interviewing of Construction Management Firms:** John Shales of Shales McNutt Construction began his presentation with a brief overview of the company. He provided a handout that detailed their company including past relevant projects of 44 projects for 19 different library districts. He then introduced his team; C.O.O. Josh Campanelli, Project Manager Randy Metzger, and Superintendent Mike Glover and explained each one of their roles in the library project. Some statistics he shared from the last 5 years is that 80% of their volume involves public funding, 69% of volume is in the Education (Library) sector, 76% of projects include renovation, the average project's final cost is 0.75% lower than the initial cost, and they have a 7-year working relationship with Product Architecture. He went over the pre-construction phase and construction phase stressing that they do not self-perform or bid on any work that they manage because they believe that is a conflict of interest. Their presentation was followed by a short question and answer period before leaving the meeting at 7:15 p.m. Featherstone, Inc. began their presentation at 7:19 p.m. with Tom Featherstone, President of Featherstone Inc., introducing Senior Project Manager Brian Gilsinn and Field Manager Dan Glombicki. Mr. Featherstone stressed that they are strictly a construction management firm with no ties to any contractor, architect, etc. He provided an overview of their company including work on other library projects. Six of which were highlighted. They have worked with Product Architecture on other projects and have a good working relationship with them. He discussed costing, the phasing process, the bid process, pre-construction and construction. This was followed by a question and answer period before leaving the meeting at 7:47 p.m.

Trustees took a short break and re-convened at 7:55 p.m.

**Update on the Development of Adjacent Properties:** Mr. Archer showed trustees a revised design for the access road on the Aspen Drive Library property to Hawthorn 73's proposed new kindergarten building. The road will now be used for parents dropping off and picking up their children two times a day. The buses will come off Aspen Drive onto an access road adjacent to the library's south parking lot and exit via Phillips Road in the morning and afternoon. Both access roads will be gated. A short discussion ensued.

**Approval of the Minutes:** Mr. Larson made a motion, seconded by Mr. Johnson, to approve the minutes of the regular meeting of January 23, 2018. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

Mr. Schuler made a motion, seconded by Mr. Larson to approve the minutes of the special meeting of February 13, 2018. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

**Approval of the Bills:** Mr. Schuler made a motion, seconded by Mr. Larson, to approve the Bills Paid Report from January 20, 2018 through February 16, 2018 in the amount of \$562,001.13. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

**Report of the Director:** Mr. Archer handed out copies of the spring newsletter to all trustees and explained that it is the first one using our new printer, Vogue Printers. He then explained the updated statistical report, which has incorporated some of the changes that the trustees requested. He reported that the board's recent passage of a resolution to go forward with an expansion to Aspen Drive Library has received significant coverage by the library, media outlets and our civic partners and listed some of that coverage. He reported on the updated Sexual Harassment Policy and some new bills introduced in the Illinois House of Representatives.

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

**Report of the President:** Ms. Quirke reported on the Legislative Breakfast that she attended with Ms. Oakley, Mr. Archer and Mr. Cerqua and encouraged other trustees to attend next year.

## **REPORTS OF COMMITTEES AND REPRESENTATIVES**

**Finance & Employee Practices:** No report. Meeting next month.

**Policy Review:** Ms. Oakley reported that they have a meeting scheduled on Tuesday, March 6, 2018.

**Building and Grounds:** No report.

**Development:** No report. The fundraising Steering Committee will be meeting on March 1, 2018 with the fundraising consultant.

**Resources, Services and Long Range Planning:** No report.

**Village of Libertyville Parking Commission Representative:** No report.

**Friends' Representative:** No report. The book sale will be April 20-22 at the Cook Park Library.

**RAILS Representative:** No report.

**Historical Society Representative:** No report.

**Technology Committee:** No report.

**Adhoc Committee for Cooperative Opportunities:** No report.

**Other Business:** None.

**Communications:** None.

**Public questions:** Mr. Bishop commented that he would be a little skeptical of any construction company that says there are no surprises. In his mind, that seems unrealistic.

**Adjournment:** Ms. Vieth made a motion, seconded by Ms. Dobbs, to adjourn the meeting. Having no further business, the meeting was adjourned at 8:51 p.m. Roll call was as follows: Ayes; Mr. Johnson, Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Quirke, Ms. Dobbs, and Mr. Schuler. Nays; none. Motion carries.

Respectfully submitted,

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Rob Schuler, Secretary

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Bonnie Quirke, President