

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

April 1, 2019

**Call to order:** The special meeting of the Cook Memorial Public Library District was held on Monday, April 1, 2019 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 6:30 p.m. Trustees present at roll call in addition to Ms. Quirke were: Wendy Vieth, Phyllis Dobbs, Nate Johnson, Jim Larson, and Ann Oakley. Rob Schuler was absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua, and Administrative Assistant Gabriella Pantle. Also present was Tom Featherstone and Brian Gilsinn from Featherstone Construction.

**Public Comment:** None.

**Approval of Resolution 2018-2019/10:** Mr. Archer briefly explained the resolution noting that it had been drafted by legal counsel. Mr. Gilsinn then went on to explain the reason for the change order. During the bidding process it was determined by an engineering analysis that the method to secure the existing building's foundation to accommodate a basement needed to be modified from an underpinning model to a sheet piling model. He further explained that although the change orders presented resulted from circumstances that were not reasonably foreseeable at the time the contracts were signed, the changes are germane to the original contracts signed and the Budget Bid Analysis included a pending budgeted expense in the amount of \$50,000 to accommodate potential additional expenses associated with the sheet piling model. Mr. Gilsinn confirmed that all new designs were submitted and approved by the Village of Vernon Hills. Mr. Archer explained that the second part of the Resolution would designate the Library Director as the Library's authorized agent for approval of future change orders that do not exceed \$25,000 and do not equal or exceed 50% or more of the price of the contract to which the change order applies. It is anticipated that approval of future change orders prior to a Library Board meeting may be necessary in order to keep the Aspen Drive Library Expansion project on schedule. Ms. Quirke then made a motion, seconded by Mr. Johnson, to approve Resolution 2018-2019/10 authorizing change orders associated with the Aspen Drive Library Expansion Project in the amount of \$54,429.53 and designating the Library Director as the Library's authorized agent for approval of future change orders. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

**Approval of Change Orders Associated with the Aspen Drive Library Expansion:**

Contract 8: Ms. Quirke made a motion, seconded by Ms. Oakley, to approve Contract 8 with McHenry Glass & Mirror in the amount of \$6,711.00 to apply tint to glass at new curtain walls, skylight and other glass. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Contract 11: Mr. Gilsinn explained that in order to make room for duct work in the bathroom, the ceiling had to be lowered by 6 inches resulting in less tile being needed. Ms. Quirke made a motion, seconded by Mr. Johnson, to approve Contract 11 with Mr. David's Flooring with a credit amount of \$526.00. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Contract 20: Mr. Johnson made a motion, seconded by Ms. Vieth, to approve Contract 20 with National Heat & Power with a credit amount of \$152.00 for the processing of overdue submittals. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Contract 21: Mr. Johnson made a motion, seconded by Ms. Vieth, to approve Contract 21 with Flo-Tech Mechanical Systems with a credit amount of \$760.00 for delays in submittals and shop drawings. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Contract 22: Ms. Dobbs made a motion, seconded by Mr. Larson, to approve Contract 22 with Associated Electrical Contractors with a credit amount of \$1,374.74 due to changing window treatments from dual motorized shades to manual shades. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Mr. Gilsinn explained that the next four contracts were related and had to do with the width of the sidewalk from the new parking lot to the future District 70 [73] Kindergarten building. Initial drawings submitted to the Village of Vernon Hills showed a five-foot sidewalk which the Village changed to an eight-foot sidewalk. This will require additional storm water structures and changes to the elevation and sidewalk of which half the cost will be reimbursed by District 70 [73] at the end of the project.

Contract 24: Ms. Oakley made a motion, seconded by Ms. Quirke, to approve Contract 24 with DK Contractors in the amount of \$4,096.02 for additional storm water structures and changes to elevations and sidewalks per the Village of Vernon Hills. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Contract 26: Ms. Quirke made a motion, seconded by Ms. Dobbs, to approve Contract 26 with Abbey Paving Company in the amount of \$2,623.00 for additional storm water structures and changes to elevation and sidewalks per the Village of Vernon Hills. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carried.

Contract 27: Ms. Vieth made a motion, seconded by Ms. Quirke, to approve Contract 27 with Clauss Brothers in the amount of \$683.10 for changes to the underdrainage of the parking islands. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carried.

Contract 29: Ms. Oakley made a motion, seconded by Ms. Dobbs, to approve Contract 29 with DK Contractors in the amount of \$9,164.19 for additional storm water structures per the Village of Vernon Hills. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

The Board then had a brief discussion about meeting twice a month during the Aspen Drive expansion project. In addition to the regular board meeting on the third Tuesday of each month, Mr. Archer is proposing a special board meeting on the first Tuesday of each month for construction business. If there isn't anything to approve or discuss, the meeting can be canceled. That seemed to be good for most board members.

**Adjournment:** Ms. Quirke made a motion, seconded by Ms. Dobbs , to adjourn the meeting. Having no further business, the meeting was adjourned at 7:17 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Mr. Johnson, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Mr. Schuler was absent. Motion carries.

Respectfully Submitted

---

James Larson, Secretary

---

Bonnie Quirke, President