

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

May 21, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, May 21, 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, and Jim Larson. Ann Oakley 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 Trustees Elect Jennifer Banek and Karen Singer and guests Gabriel Banek, Jim Horn, Mary Horn, Rafal Banek, Marlene Singer, Larry McShane, Sarah Grover and James Spencer.

Public Comment: All the guests introduced themselves.

Swearing in of Trustees Elect: Executive Assistant and Notary Gabriella Pantle swore in new trustees elect Jennifer Banek and Karen Singer.

Election of Officers: Ms. Vieth made a motion, seconded by Mr. Larson to nominate Bonnie Quirke to the office of President. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, and Ms. Singer. Nays; none. Ms. Quirke abstained and Ms. Oakley was absent. Motion carries.

Ms. Quirke made a motion, seconded by Ms. Banek to nominate Wendy Vieth to the office of Vice-President. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Vieth abstained and Ms. Oakley was absent. Motion carries.

Ms. Quirke made a motion, seconded by Ms. Vieth to nominate Phyllis Dobbs to the office of Treasurer. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Dobbs abstained and Ms. Oakley was absent. Motion carries.

Ms. Quirke made a motion, seconded by Ms. Vieth to nominate James Larson to the office of Secretary. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Ms. Singer, and Ms. Quirke. Nays; none. Mr. Larson abstained and Ms. Oakley was absent. Motion carries.

Sunrise Rotary Club Request: Mr. Archer explained that the Libertyville Sunrise Rotary Club is requesting board approval to close the Cook Park Library's south exit to Church Street from 10:30 a.m. Friday, August 23 through noon Sunday, August 25 to accommodate the North Shore Wine, Beer, Cigar and Food Fest. This will require that library patrons exit the library parking lot using the Brainerd Avenue driveway late Friday afternoon and all day Saturday. Mr. Archer noted that this is a closure typical of other community events held on Church Street that the library accommodates. Ms. Vieth then made a motion, seconded by Ms. Dobbs to approve the

Libertyville Sunrise Rotary Club's request to close the Library's south exit on Church Street for the North Shore Wine, Beer, Cigar and Food Fest on August 24, 2019. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Aspen Drive Library Expansion Updates from Director: Mr. Archer went over the construction schedule and explained that Phase 2 is slightly delayed. It is now scheduled to begin the end of August and won't be completed until the end of October. He announced that the steel delivery was a few days early which is perfect timing for the "half way done" event taking place on June 1 from 10am to 2pm when people can sign a piece of the steel. He then provided background information for Change Order #4 for the relocation and additional length of the roof drain pipe which was presented at the meeting on 5/7 when trustees voiced concern over the fact that it wasn't caught earlier. He referred them to a letter from architect Dan Pohrte that was included in their packet. Trustees appreciated the letter but noted that Mr. Pohrte provided a description of the solution but not an explanation as to why it wasn't designed the correct way from the beginning.

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

Contract 5, Change Order 3: Mr. Archer explained that the emergency exit alarm door between the new children's area and basement has been changed to allow authorized key card egress. Using a key card at this door overrides the emergency alarm and provides staff access to the stairwell connecting the basement and main floor. Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Contract 5, Change Order 3 with Wendell Builders in the amount of \$1,583.30 to add an authorized key card egress. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Contract 5, Change Order 4: Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Contract 5, Change Order 4 with Wendell Builders in the amount of \$471.00 to supply a new frame for opening 004.A for a 7-1/4" thick wall. Roll call was as follows: Ayes: Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Contract 10, Change Order 3: Mr. Archer explained that a temporary wall between the construction area in the northeast portion of the existing building and the public area was installed. This includes insulation and finishing for noise barrier as well as demolition once the project is complete. He further explained that this wall was one of the unquantifiable items at bid time but was included in the budget as a pending cost of \$25,000 in carpentry and \$5,000 in metal stud framing line items. Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Contract 10, Change Order 3 with Wendell Builders in the amount of \$4,660.00 for the construction of a temporary wall. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Contract 24, Change Order 6: Mr. Archer explained that four days of concrete work were lost the week of April 29th due to persistent rain. Due to this, he authorized 64 hours of work on Saturday, May 4 in order to stay on schedule. The work that was done was the installation of concrete footings so that the pouring of the foundation wall could be completed the week after. Per the Illinois Prevailing Wage Act, any work performed on weekends is calculated at time and a half of the regular base rate. The amount for approval reflects the pay above the standard hourly rate. Ms. Banek made a motion, seconded by Ms. Dobbs to approve Contract 24, Change Order 6 with DK Contractors in the amount of \$2,080.00 for this overtime work. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Contract 24, Change Order 7: Ms. Vieth made a motion, seconded by Ms. Singer to approve Contract 24, Change Order 7 with DK Contractors with a credit amount of \$158.44 for sidewalk work not needed adjacent to the new parking lot. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Contract 26, Change Order 3: Ms. Singer made a motion, seconded by Ms. Dobbs to approve Contract 26, Change Order 3 with Abbey Paving Company with a credit amount of \$390.00 for sidewalk work not needed adjacent to the new parking lot. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Motion carries.

Approval of Minutes: Ms. Quirke made a motion, seconded by Ms. Banek to approve the minutes of the regular meeting of April 16, 2019. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Ms. Quirke made a motion, seconded by Ms. Vieth to approve the minutes of the special meeting of May 7, 2019. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Banek to approve the Bills Paid Report from April 13, 2019 through May 16, 2019 in the amount of \$1,030,309.47. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Report of the Director: From the Statistical Report, Mr. Archer reported that visitor counts at Aspen are up 2% despite the construction.....or maybe because of the construction? He also reported that there was a 21% increase in program attendance, especially for children's programs, and a 23% increase in e-library checkouts. From his narrative report, Mr. Archer reported that the Friends of the Library's annual book sale grossed \$6,500 and netted \$4,500 after expenses. Unsold materials were given to Better World Books for resale. He then provided a list of projects that the Friends have funded over the last year for which the library is very grateful.

He announced a program that is being sponsored in June by the Lake County Health Department and Community Health Center in partnership with the Library that will offer a free 8-hour training session that will teach participants how to help someone who is developing a mental health problem or experiencing a mental health crisis. In this training session, participants will learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help.

He also announced that the Library will once again have a weekly presence this summer at Mundelein LUNCH (Local United Network to Combat Hunger), a loose affiliation of community organizations who partner with the Northern Illinois Food Bank to serve free meals to children at Gordon Ray and Hanrahan Parks in the Mundelein portion of the library district. These two locations receive federal reimbursement for meals as it serves a high percentage of students who qualify for the free lunch program. Every Friday during the summer, Spanish-speaking library staff provide programming and promote library services.

Lastly, he reported briefly on staff professional development and a couple of building maintenance issues that need attention. Specifically the large area of brick pavers in the Cook Park Library parking lot island that have settled and are no longer flush with the curb creating a trip hazard. Three contractors provided estimates with James Martin Associates ultimately selected to perform the work at a cost of \$6,500. Also, Metalmaster/Roofmaster Inc. was recently on site at Cook Park to patch and repair a 185 square foot area of the original building's roof at a cost of \$6,000. The remaining roof was inspected and deemed to be in good condition.

Approve Report of the Director: Ms. Vieth made a motion, seconded by Ms. Dobbs, to approve the report of the Director. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nay; none. Ms. Oakley was absent. Motion carries.

Report of the President: Ms. Quirke welcomed the new board members and said that committee assignments would be announced in June.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report.

Policy Review: No report.

Building and Grounds: No report.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Adhoc Committee for Cooperative Opportunities: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: No report.

RAILS Representative: No report.

Historical Society Representative: Nothing to report but Mr. Archer announced that Ms. Barry would be attending the board meeting in June or July.

Other Business: Ms. Quirke made a motion, seconded by Ms. Banek to approve Ordinance 2018-2019/5 setting forth a schedule of regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the fiscal year commencing July 1, 2019 and ending June 30, 2020. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Ms. Dobbs made a motion, seconded by Ms. Vieth to adjourn the meeting. Having no further business, the meeting was adjourned at 7:39 p.m. Roll call was as follows: Ayes; Ms. Banek, Ms. Vieth, Ms. Dobbs, Mr. Larson, Ms. Singer, and Ms. Quirke. Nays; none. Ms. Oakley was absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President