

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

June 25, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, June 25, 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: Phyllis Dobbs, Karen Singer, Jim Larson and Ann Oakley. Wendy Vieth and Jen Banek were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present were Tom Featherstone and Brian Gilsinn from Featherstone Construction and Dan Pohrte and Tiffany Nash from Product Architecture.

Public Comment: None.

Swearing in of Trustee Jim Larson: Administrative Assistant and Notary Gabriella Pantle swore in recently elected trustee Jim Larson.

Appointment of Committee Chairs: Ms. Quirke announced the committee appointments as follows:

Building and Grounds: **Jim Larson, Chair**
Bonnie Quirke
Karen Singer

Finance: **Phyllis Dobbs, Chair**
Ann Oakley
Bonnie Quirke

Policy: **Ann Oakley, Chair**
Jim Larson
Wendy Vieth

Development: **Committee of the Whole**

**Resources, Services and
Long Range Planning:** **Wendy Vieth, Chair**
Bonnie Quirke
Jim Larson
Phyllis Dobbs

Technology **Jim Larson, Chair**
Phyllis Dobbs

Adhoc Committee for
Cooperative Opportunities

Bonnie Quirke, Chair
Wendy Vieth
Karen Singer

Aspen Drive Library Expansion Updates: Mr. Featherstone provided updates on the construction and commented on photos being displayed of the construction site. He commented that the overall project is tracking well and getting caught up from the delays that were caused by rain. He noted that financially the project is also in very good shape.

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

Contract 5, Change Order 6: Ms. Oakley made a motion, seconded by Ms. Dobbs to approve Contract 5, Change Order 6 with Wendell Builders in the amount of \$5,580.00 for labor and materials to install a safety rail along the perimeter of the addition per OSHA requirements. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Contract 21, Change Order 5: Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Contract 21, Change Order 5 with Flo-Tech Mechanical in the amount of \$5,403.00 for labor and materials to install a new horizontal silencer. It was explained that the original as-built drawings for Aspen showed a horizontal silencer in the area where new staff offices are to be located. Upon demolition of the affected area, it was discovered that a 90 degree silencer was actually in place which prevented installation of new ductwork. The 90 degree silencer was removed so that the new ductwork could be installed. Upon testing the noise level of the new ductwork without a silencer, it was deemed much too loud so a new horizontal silencer will have to be installed. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Change Event 37 (Contract 12, Change Order 3 and Contract 104, Change Order 4): Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Change Event 37 with Just-Rite Acoustics and Featherstone, Inc. in the total amount of \$1,545.00 for the installation of ceiling insulation to provide noise control for the study rooms that are adjacent to the new digital studio and recording booth. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Change Event 38 (Contract 12, Change Order 5 – Contract 22, Change Order 12 – Contract 104, Change Order 7): Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Change Event 38 with Just-Rite Acoustics, Associate Electrical and Featherstone, Inc. in the total amount of \$17,435.24 for new recessed LED fixtures for the quiet study room. It was explained that the quiet study room is being relocated to the southeast corner of the existing building currently occupied by children's. A portion of this corner of the building has recessed fluorescent lighting fixtures which were to be reused with more of the same ordered to fill in the space. In the time the project went out to bid, these existing fluorescent recessed fixtures have been discontinued making it necessary to order all new light fixtures. It was further explained that recessed fluorescent light fixtures are no longer available so the new light fixtures will be LED. Roll call

was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries. There was some concern about maintenance costs prompting trustee Larson to request costs for replacement parts if the driver was to go out. Product Architecture will supply these costs.

Contract 3, Change Order 3: Ms. Dobbs made a motion, seconded by Ms. Singer to approve Contract 3, Change Order 3 with A. Horn Inc. in the amount of \$1,705.00 to temporarily remove masonry scaffolding and equipment in order to allow earthwork contractor and steel erector on site to complete work. The additional cost is attributable to weather delays which resulted in some work being done out of sequence. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Contract 4, Change Order 4: Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Contract 4, Change Order 4 with Guardian Construction Products in the amount of \$780.00 to change a steel decking plate for the stairwell leading to the basement. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Contract 5, Change Order 7: Ms. Dobbs made a motion, seconded by Ms. Singer to approve Contract 5, Change Order 7 with Wendell Builders in the amount of \$5,401.00 to install protective plastic throughout the construction site. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Overview and Consideration of Value-Added Projects: Mr. Archer went over the menu of seven potential items that would not only provide value to the project but would also benefit our patrons. He explained that these are items that have always been considered but beyond what the board originally approved. He noted that \$423,000 is left in the contingency after all the change orders that were approved tonight and all the value added projects; minus \$151,500 for unquantifiable general conditions. Mr. Featherstone noted that they would like to leverage the contractors being on site now and getting work done while they are there which would require approvals from the board as soon as possible. They then proceeded to go over each item on the list beginning with the Enhanced Landscaping. Part of the enhanced landscaping includes the installation of 10 new light bollards along the walkway between the Library and the Victory Center for better visibility and aesthetics. Mr. Featherstone explained that because of the long lead time for the bollards, they would like to get the infrastructure in place now while we wait for the light bollards to come in. That would require an approval from the board tonight. Mr. Larson made a motion, seconded by Ms. Dobbs to approve proceeding with the installation of 10 light bollards in the amount of \$26,078.95 pending receipt of the actual change order which will be presented at the next board meeting. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Approval of Minutes: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of May 21, 2019. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Quirke to approve the Bills Paid Report from May 17, 2019 through June 18, 2019 in the amount of \$1,300,242.67. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Report of the Director: From the Statistical Report, Mr. Archer reported that visitor counts at Aspen are up 5% despite the construction. From the narrative report Mr. Archer announced that the IL General Assembly enacted a new law which amends the Prevailing Wage Act to eliminate the requirement that public bodies adopt a resolution to determine prevailing wages. The new law took effect on June 1, 2019. Moving forward, the Department of Labor will ascertain the prevailing wage for public bodies. The underlying statutory requirement that public bodies pay prevailing wages for work covered by the Act still exists but the annual obligation to adopt a prevailing wage resolution has been eliminated. He also announced that overdue fines for DVDs, Blu-rays and video games are scheduled to decrease from \$1 per day to \$.50 per day beginning January 1, 2020. Additionally, the maximum fine for most materials will be reduced from \$5 to \$3. He explained that the reduction is not only a benefit to patrons, but it places the Library in a better position to compete with adjacent library districts in Gurnee, Lincolnshire and Mundelein that do not charge late fees at all.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Ms. Dobbs went over the FY2019-2020 Budget for Operating Expenses, which the committee is recommending be approved. Not requiring a second, roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. The FY2019-2020 Operating Budget is approved.

Ms. Quirke then made a motion, seconded by Ms. Dobbs to approve Resolution 2018-2019/13 authorizing the Library Director and Business Manager to execute required paperwork with all designated, eligible depository institutions for the fiscal year July 1, 2019 through June 30, 2020. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

The trustees then discussed the scheduling of the Budget and Appropriation Hearing. It was scheduled for Tuesday, August 20, 2019.

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: Mr. Archer announced that Ms. Barry will make a presentation to the board at the July meeting.

Other Business: Mr. Archer explained that the board of each public library is required by Illinois Law to decide annually whether the library will participate in the state's nonresident card program. Nonresidents are defined as "a person who resides outside the taxing area of a public library" (75ILCS 16/30-55.60). Nonresidents have the option to annually purchase a library card at the closest participating library for a fee at least equal to the cost paid by residents. He noted that the CMPLD board has traditionally supported the nonresident fee program even though there are no unserved areas adjacent to the Library's taxing area in which Cook Park or Aspen Drive is the closest library. Ms. Quirke made a motion, seconded by Ms. Dobbs to affirm the Library's continued participation in the nonresident card program, detailed under Public Act 92-1066, setting the annual fee for the card, using the State Library mathematical formula method, at \$403 effective July 1, 2019 through June 30, 2020. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Ms. Quirke explained that two people are needed for the annual Secretary's Audit and asked if anyone would like to volunteer. Ms. Singer and Mr. Larson agreed to volunteer.

Communications: None.

Public questions: None.

Closed Session as permitted by (5 ILCS 120/2c-1): At 8:43 p.m. Ms. Quirke made a motion, seconded by Ms. Dobbs to go into closed session to discuss the performance of a specific employee. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Regular meeting resumes: The regular meeting resumed at 9:02 p.m.

Ms. Dobbs made a motion to approve the Finance Committee's unanimous recommendation to provide the Director with a 4.5% raise for FY2020 based on a satisfactory performance evaluation. Not requiring a second, roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Mr. Archer's 4.5% raise is approved.

Adjournment: Ms. Singer made a motion, seconded by Ms. Oakley to adjourn the meeting. Having no further business, the meeting was adjourned at 9:07 p.m. Roll call was as follows: Ayes; Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Vieth and Ms. Banek were absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President