

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

July 2, 2019

Call to order: The special meeting of the Cook Memorial Public Library District was held on Tuesday, July 2, 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 6:33 p.m. Trustees present at roll call in addition to Ms. Quirke were: Wendy Vieth, Phyllis Dobbs, Karen Singer, and Jim Larson. Ann Oakley and Jen Banek were absent.

Staff members present were Library Director David Archer and Business Manager Russ Cerqua. Tom Featherstone from Featherstone Construction was also present.

Public Comment: None.

Ms. Oakley joined the meeting at 6:36 p.m.

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

Mr. Archer presented a brief overview of the purpose of the meeting. Mr. Cerqua recapped the construction budget numbers, stating that after approval of change orders at the June 25, 2019 meeting the project's contingency fund was still at \$679,690. After allowing for an estimated \$151,500 in "unquantifiable general conditions remaining", the project will still have \$528,190 for contingencies.

Change Event 34: Ms. Quirke made a motion, seconded by Ms. Dobbs to approve Change Event 34 in the amount of \$6,561.50 to remove existing wood grain vinyl flooring in front of the new flex space currently occupied by the young adult area and replace it with the same vinyl flooring that is being used in the new flex space providing a more aesthetic transition. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Banek was absent. Motion carries.

Change Event 35: Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Change Event 35 in the amount of \$6,193.00 to retrofit all existing lighting to LED. Converting the remaining fluorescent lights in the existing building to LED would result in energy savings and make all lighting at Aspen uniform. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Banek was absent. Motion carries.

Ms. Banek joined the meeting at 7:01 p.m.

Change Event 36: Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Change Event 36 in the amount of \$54,957.36 for a new checkout desk. It was explained that the current Circulation Desk is badly worn and a new desk designed by our architects would be aesthetically more pleasing, functional and in keeping with our new décor, offering a very attractive and welcoming entrance. The proposed new desk would have a lower overall profile, creating a more welcoming environment for patrons entering the building. There would be a dedicated space for an approachable Library Card Registration area that would also serve as a Welcome Desk. This would enable the Circulation staff to take on additional responsibilities such as issuing guest passes and registering patrons for programming, allowing the reference staff more time to assist patrons with reference questions. The new desk would also provide needed built-in storage beneath the countertops. Ms. Quirke stated that she thinks a lower desk sets a different tone and that she would like to see it higher. Ms. Vieth likes the idea of having an area where an employee can sit and do work when no patrons are there. Mr. Larson again expressed his concern with the chairs being in the way of a high traffic area. Roll call was as follows: Ayes; Ms. Vieth, Ms. Dobbs, Ms. Singer, Ms. Banek, and Ms. Oakley. Nays; Mr. Larson and Ms. Quirke. Motion carries.

Change Event 39: Ms. Dobbs made a motion, seconded by Ms. Quirke to approve Change Event 39 in the amount of \$49,435.73 for 12 additional parking spaces on the north side of the Library. Having these 12 additional spaces would enable one-third of the basement to be devoted to public space at some point in the future. Mr. Featherstone explained that the spots had to shift slightly to the west due to a request from the Village of Vernon Hills that we not interfere with the sewer. The Village also asked that lights be added. This could cost an additional \$14,000 of costs to electrical. Ms. Vieth stated that if this work isn't done now, the cost will just go up. Roll call was as follows: Ayes; Ms. Vieth, Ms. Banek, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Change Event 40: Ms. Quirke made a motion, seconded by Ms. Singer to approve Change Event 40 in the amount of \$40,824.43 for additional landscaping east and south of the building. Mr. Featherstone noted that Product Architecture hired a landscape architect that does work for the Chicago Botanic Gardens and is very reliable. Roll call was as follows: Ayes; Ms. Vieth, Ms. Banek, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Change Event 41: Ms. Dobbs made a motion, seconded by Ms. Quirke to approve Change Event 41 in the amount of \$26,794.72 for additional trees, berms and benches along the walking path between the Library and Victory Center. Mr. Archer informed the board that this change order will actually not include the benches as the cost for those will come out of the Furniture, Fixtures and Equipment line item in the construction budget. For the purpose of this change event, "benches" was amended to "bench pads". Roll call was as follows: Ayes; Ms. Vieth, Ms. Banek, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Change Event 42: Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Change Event 42 in the amount of \$26,078.95 for exterior light bollards along the path from the Library to the Victory Center. This expenditure was approved at the June 25, 2019 meeting but this motion will approve the actual change order. Roll call was as follows: Ayes; Ms. Vieth, Ms. Banek, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Change Event 49: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Change Event 49 in the amount of \$24,954.79 for LED lighting enhancements in the Flexible Space. Existing 2'x2' light fixtures in that space will be removed and replaced with new recessed, LED linear lighting. Roll call was as follows: Ayes; Ms. Vieth, Ms. Banek, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Change Event 50: Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Change Event 50 in the amount of \$11,694.00 for the replacement of ceiling tiles in the west corridor. Current 6'x2' panels in the existing building's west corridor are very difficult to maneuver to provide access to mechanicals in the ceiling. The proposed enhancement would involve mounting new ceiling tile grids and installing standard 2'x2' panels that are used in the rest of the building. Roll call was as follows: Ayes; Ms. Vieth, Ms. Banek, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Dobbs , to adjourn the meeting. Having no further business, the meeting was adjourned at 7:20 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Banek, Ms. Dobbs, Ms. Singer, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Motion carries.

Respectfully Submitted

James Larson, Secretary

Bonnie Quirke, President