

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

August 20, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, August 20, 2019 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by Vice-President Wendy Vieth at 6:31 p.m. in Bonnie Quirke's absence. Trustees present at roll call in addition to Ms. Vieth were: Jen Banek, Phyllis Dobbs, Karen Singer, Jim Larson, and Ann Oakley. Bonnie Quirke was absent.

Staff members present were Library Director David Archer and Administrative Assistant Gabriella Pantle. Brian Gilsinn of Featherstone, Inc. attended via tele-conference for the discussion of change orders only.

Public Comment: None.

Approval of Change Orders:

Contract 3, Change Order 7: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Contract 3, Change Order 7 with A. Horn in the amount of \$2,953. Mr. Gilsinn explained that after the steel beams were installed in the concrete walls, the beam pockets needed to be filled in with mortar mix to hold the steel in place. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 5, Change Order 11: Ms. Dobbs made a motion, seconded by Ms. Singer to approve Contract 5, Change Order 11 with Wendell Builders, Inc. in the amount of \$3,297 for the installation of a temporary plastic curtain from the meeting room to the front public entrance to block off interior construction beginning in the existing building. It was noted that this was an unquantifiable item at bid time but was included in the budget as part of a pending cost of \$25,000 in carpentry. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 19, Change Order 2: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Contract 19, Change Order 2 with F.E. Morgan, Inc. in the amount of \$2,709.49 to relocate existing sprinklers in Phase 1A above the new ceiling grid. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 19, Change Order 3: Ms. Banek made a motion, seconded by Ms. Singer to approve Contract 19, Change Order 3 with F.E. Morgan, Inc. in the amount of \$549.65 to perform a second hydrostatic test to check for leaks so the soffit could be closed in order for the drywall and painting work to continue. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 20, Change Order 11: Ms. Dobbs made a motion, seconded by Ms. Vieth to approve Contract 20, Change Order 11 with National Heat & Power in the amount of \$663.07 for the installation of two valves and an access panel below the floor in the family restroom in the new addition. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 21, Change Order 6: Ms. Banek made a motion, seconded by Ms. Vieth to approve Contract 21, Change Order 6 with Flo-Tech Mechanical in the amount of \$2,451 to raise existing ductwork in Phase 1A above the new ceiling grid. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 22, Change Order 17: Ms. Dobbs made a motion, seconded by Ms. Singer to approve Contract 22, Change Order 17 with Associated Electrical Contractors in the amount of \$2,200 to cover premium pay for work done after hours on August 5 in the new Flex Space. Saw cutting in the floor needed to be done outside of library hours due to excessive noise. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 23, Change Order 4: Ms. Banek made a motion, seconded by Ms. Dobbs to approve Contract 23, Change Order 4 with Pieper Electric, Inc. in the amount of \$1,368 for the removal and coiling of AV and Data cabling for future relocation in the existing building where the new Flex Space will be located. It was noted that this was an unquantifiable item at bid time but was included in the budget as part of a pending cost of \$25,000 in electrical. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 24, Change Order 11: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Contract 24, Change Order 11 with DK Contractors in the amount of \$3,376.35. Due to rainy conditions in early July that created soft ground conditions on the south side of the new addition, additional stone was installed on the ground to construct a manlift access road. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 22, Change Order 18: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Contract 22, Change Order 18 with Associated Electrical Contractors in the amount of \$9,037.30 to install additional lighting by the 12 parking spaces being added on the north side of the building. It was noted that the lighting is being required by the Village of Vernon Hills and will include the installation of two new pole fixtures and one new mounted fixture above the book

return. It also includes the relocation of two existing poles; one of which will require directional boring under the pavement to connect with electricity. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Contract 27, Change Order 6: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Contract 27, Change Order 6 with Clauss Brothers in the amount of \$4,781.78 for landscaping around the 12 new parking spaces on the north side of the building. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Aspen Drive Library Expansion Updates: Mr. Archer showed recent photos of the construction site noting that the new addition is now completely enclosed, the HVAC is working, ceiling tiles are being placed, painting has begun and the basement is done. He then displayed a diagram of the newly completed addition showing where furniture and collections will be temporarily moved while the existing building undergoes enhancements as Phase 2 continues with the construction of the new quiet reading room, flex space and additional study rooms. Aspen Drive will be closed on Tuesday, August 27 and Wednesday, August 28 to accommodate the move of materials and furniture; the bulk of which will be done by contractors. Beginning Thursday, August 29, most services will begin to temporarily operate from the new addition. He noted that while there will be reduced seating every effort will be made to accommodate the after-school students. He also noted that the computers/copier/scanner and fax along with three new study rooms will be available but that digital studio services will not. There will be no programming other than story times during this phase. The new reference desk will be ready but existing furniture will be used until the new furniture is delivered and installed prior to the grand re-opening in late October or early November.

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

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Banek to approve the Bills Paid Report from July 12, 2019 through August 16, 2019 in the amount of \$1,533,701.38. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Report of the Director: From the statistical report, Mr. Archer reported that visitor counts are up 2% at Aspen and 10% at Cook Park. Traditional print is fairly steady with no declines like the traditional AV. One trustee asked why LINKin services are declining. It was noted that it could be because patrons are finding what they are looking for through our library but Mr. Archer will look into it further. He also reported that PADS Lake County now has set hours in one of the study rooms at the Cook Park Library on Wednesday mornings. A representative from PADS will be available to help people learn about housing assistance, how to qualify for programs and discover shelter sites. One trustee asked for a report that would show how many people are utilizing this service. He also provided a Summer Reading Program recap showing a chart of

participants from the last three years. Nearly 5,000 people participated in the program this summer which is a slight increase from last year and a 9% increase from two years ago.

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

Report of the President: Due to Ms. Quirke's absence, there was no report from the President.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report other than the Budget & Appropriation Ordinance which will be presented under Other Business.

Policy Review: No report.

Building and Grounds: Mr. Archer explained that the Cook Park Library parking lot is due for its routine biennial resealing and restriping this fiscal year. This past year, it was observed that depressions are forming in some parking stalls, which are likely caused by the settling of the asphalt and compounded by the weight of vehicle tires. These depressions often hold water from rain or snowmelt which, during the winter months, freezes and presents a slip hazard. The remainder of the asphalt is in good condition and only requires resealing and restriping.

According to the Grumman Butkus Capital Expenditure Report, it is anticipated that the entire parking lot will need to be resurfaced in 2025. However, due to the current slip hazards, it is not advisable to wait until then. The Building and Grounds Committee met on August 13 to review proposals from three asphalt paving vendors to fix the issues. All three vendors recommended repairing 340 sq. yards of paving.

Mr. Larson, chairperson, announced that the Building and Grounds Committee made a unanimous decision to proceed with Total Paving and is recommending to the board to approve a proposal from Total Paving in the amount of \$16,900. He explained that Total Paving was chosen because they will remove 340 sq. yards of asphalt but will take it all the way down to the gravel base before laying down a 2 inch binder course and a 2 inch surface course. While Glander Paving had the lowest quote of the three vendors, their proposal only included the removal and replacement of 1.5" of the asphalt. Not requiring a second, the roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. The recommendation is approved.

Development: No report.

Technology: Mr. Larson announced that a meeting will be scheduled between now and when the Aspen expansion is complete.

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: Mr. Archer reported that the Friends now have a new treasurer in place and hope to be active again soon.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business: Ms. Dobbs made a motion, seconded by Ms. Banek to approve Ordinance 2018-2019/1 adopting the combined annual budget and appropriation of funds for Cook Memorial Public Library District, Lake County, Illinois, for the fiscal year beginning on the 1st day of July, 2019 and ending on the 30th day of June, 2020. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Communications: The trustees discussed an email from a patron requesting that the wood chairs used in the meeting rooms be repurposed because they are extremely uncomfortable and asked that stackable plastic chairs be purchased in their place. Trustees determined that there wasn't enough money in the budget right now for new chairs but that the purchase of chair pads would be explored. It was noted that chair pads could be a possible Friends of the Library donation.

Public questions: None.

Adjournment: Ms. Singer made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 8:06 p.m. Roll call was as follows: Ayes; Ms. Banek, Ms. Dobbs, Ms. Vieth, Ms. Singer, Mr. Larson, and Ms. Oakley. Nays; none. Ms. Quirke was absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Wendy Vieth, President Pro-tem