

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

October 15, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, October 15, 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, Karen Singer, Jim Larson, and Ann Oakley. Phyllis Dobbs and Jen Banek were absent.

Staff members present were Library Director David Archer, Business Manager Russ Cerqua and Administrative Assistant Gabriella Pantle. Also present was Brian Gilsinn of Featherstone, Inc. via conference call.

There being a quorum at the meeting, Ms. Singer made a motion, seconded by Ms. Vieth, to allow Trustee Jen Banek to participate in the meeting via conference call in accordance with the Library's Electronic Participation in Board Meetings Policy. Ms. Banek, who is currently deployed overseas with the Army National Guard, requested the electronic participation in advance. Roll call was as follows: Ayes; Ms. Singer, Ms. Vieth, and Mr. Larson. Nays; Ms. Quirke and Ms. Oakley. Ms. Dobbs was absent. Motion carries.

Public Comment: None.

Approval of Change Orders:

Contract 2, Change Order 4: Ms. Quirke made a motion, seconded by Ms. Oakley to approve Contract 2, Change Order 4 with Eagle Concrete in the amount of \$720.00. Mr. Gilsinn explained that the Library authorized overtime pay for the contractor to complete sealant of the concrete slab in the new addition on Saturday, August 24 to meet the August 27 move-in date. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 5, Change Order 16: Ms. Oakley made a motion, seconded by Ms. Quirke to approve Contract 5, Change Order 16 with Wendell Builders, Inc. in the amount of \$591.00 for the addition of two access panels on the back side of the fireplace in the Quiet Reading Room so that maintenance staff and service people have access to gas connections, electrical outlets and plumbing. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 5, Change Order 17: Ms. Singer made a motion, seconded by Ms. Oakley to approve Contract 5, Change Order 17 with Wendell Builders, Inc. in the amount of \$2,015. Per the Library's request, 15 new key cylinders were purchased for KI office doors and one exterior glass door to match the Library's master key. Mr. Gilsinn noted that Library staff will install the

cylinders to save money. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 5, Change Order 19: Ms. Vieth made a motion, seconded by Mr. Larson to approve Contract 5, Change Order 19 with Wendell Builders, Inc. in the amount of \$5,498 for the demolition of the temporary wall separating the existing building from the corridor and replacing it with a plastic barrier. This was an unquantifiable item at bid time but was included in the budget as part of a pending cost of \$25,000 in the carpentry line item. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 6, Change Order 8: Mr. Larson made a motion, seconded by Ms. Quirke to approve Contract 6, Change Order 8 with Wheaton Associates in the amount of \$330.00 to install side trim pieces for the new fireplace in the Quiet Reading Room. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 11, Change Order 7: Ms. Quirke made a motion, seconded by Ms. Banek to approve Contract 11, Change Order 7 with Mr. David's Flooring in the amount of \$609.91 to patch the ceramic floor tile at the entryway of both public restrooms where carpeting was installed. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 11, Change Order 8: Ms. Oakley made a motion, seconded by Ms. Vieth to approve Contract 11, Change Order 8 with Mr. David's Flooring in the amount of \$8,487. Mr. Gilsinn explained that 4,580 square feet of the new concrete in the floor trenches in the existing building required application of a moisture lock material before the carpeting could be installed. He further explained that because the application is only required when testing of the new concrete indicates higher levels of moisture, this was not included as part of the base bid. As such, this is considered an unquantifiable item and was included in the budget as part of a pending cost of \$10,000 in the Flooring line item. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 12, Change Order 7: Ms. Singer made a motion, seconded by Ms. Vieth to approve Contract 12, Change Order 7 with Just Rite Acoustics in the amount of \$2,959 to independently frame the ceiling around the linear cove detail along the building's perimeter in the new addition. Mr. Gilsinn explained that this change was proposed in order to allow for additional adjustment of the continuous linear diffuser separate from the acoustical ceiling grid which was already installed to achieve the desired flat/continuous surface. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 12, Change Order 8: Ms. Vieth made a motion, seconded by Ms. Quirke to approve Contract 12, Change Order 8 with Just Rite Acoustics in the amount of \$232.00. Upon demolition of the temporary wall, an area of the existing ceiling grid near the new Reference Desk required replacement. Mr. Gilsinn noted that this was the labor cost just to clean up the area. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 12, Change Order 9: Mr. Larson made a motion, seconded by Ms. Oakley to approve Contract 12, Change Order 9 with Just Rite Acoustics in the amount of \$174.00 for the removal of ceiling and pendent fixtures near the vending area to avoid conflict with new HVAC equipment. It was noted that this cost was for labor only. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 29: Ms. Quirke made a motion, seconded by Ms. Oakley to approve Contract 22, Change Order 29 with Associated Electrical Contractors in the amount of \$334.96 for the removal of ceiling and pendent fixtures near the vending area to avoid conflict with new HVAC equipment. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 20, Change Order 12: Ms. Oakley made a motion, seconded by Ms. Quirke to approve Contract 20, Change Order 12 with National Heat & Power Corp. in the amount of \$5,531.99 to relocate the water main in the new adult work room in the existing building to avoid conflict with new HVAC equipment. It was noted that previous change orders for this conflict approved by the board include relocation of electric and sprinkler system pipes. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 28: Ms. Banek made a motion, seconded by Ms. Oakley to approve Contract 22, Change Order 28 with Associated Electrical Contractors in the amount of \$1,570.34 for the installation of new surface mounted wire mold with five electrical outlets to serve public tables along the east wall of the existing building. It was noted that this is the area where the floor heaters were taken out. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 23, Change Order 8: Ms. Singer made a motion, seconded by Ms. Oakley to approve Contract 23, Change Order 8 with Pieper Electric in the amount of \$1,711. Mr. Gilsinn explained that the submittal for the speaker and required wiring was reviewed by the project team (architect/library/electrician) and approved. However, once the actual speaker arrived, it became apparent that the actual wiring required was different than what was read/understood from the product submittal by all parties and therefore was required to be replaced. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 25, Change Order 5: Ms. Oakley made a motion, seconded by Ms. Vieth to approve Contract 25, Change Order 5 with Chicagoland Paving in the amount of \$4,220. Mr. Gilsinn explained that proof testing of two areas of the new parking areas showed inadequate compaction due to wet conditions. Prior to the asphalt installation, Village inspectors directed that 2” of stone be removed and replaced with binder to provide adequate compaction. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of Minutes: Ms. Vieth made a motion, seconded by Ms. Oakley to approve the minutes of the Budget & Appropriation Hearing of August 20, 2019. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Ms. Quirke made a motion, seconded by Ms. Singer to approve the minutes of the regular meeting of September 17, 2019. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Approval of the Bills: In Ms. Dobbs’ absence, Mr. Larson made a motion, seconded by Ms. Quirke to approve the Bills Paid Report from September 14, 2019 through October 11, 2019 in the amount of \$1,453,561.99. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Report of the Director: Mr. Archer showed the Board the most current photos of the construction followed by the statistical report. Some highlights are that children’s programming is down because two programs that are held every year could not be held due to the construction at Aspen. Not surprisingly, door counts at Aspen are down but are up at Cook Park. Mr. Archer also reported that the Library accepted an invitation by the Village of Vernon Hills to be a member of their Census 2020 Complete Count Committee. The committee is made up of various local government and nonprofit organizations and charged with educating and motivating residents to participate in the 2020 Census to be conducted in spring 2020. He then outlined the application requirements for the FY2020 Per Capita Grant that need to be completed by trustees no later than December 31, 2019. Lastly, he reported that he attended the annual Joint Review Board meeting for the Green Oaks TIF District on October 9 and outlined some of the highlights.

At 7:40 p.m. Ms. Oakley left the room during the Director’s Report.

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

At 7:43 p.m. Ms. Oakley re-joined the meeting.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: Due to Ms. Dobbs' absence, there was no report.

Policy Review: Ms. Oakley reported that the committee will have a meeting on Nov. 12.

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: No report.

Other Business: None.

Communications: None.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Singer to adjourn the meeting. Having no further business, the meeting was adjourned at 7:44 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Singer, Mr. Larson, Ms. Quirke, Ms. Oakley, and Ms. Banek. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President