

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

September 17, 2019

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, September 17, 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: Jen Banek, Wendy Vieth, Jim Larson, and Ann Oakley. Phyllis Dobbs and Karen Singer 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 of Featherstone, Inc.

Public Comment: None.

Approval of Change Orders: Tom Featherstone provided a brief update and noted that the project is on time and under budget.

Ms. Singer joined the meeting at 6:39 p.m. during Mr. Featherstone's update.

Contract 1, Change Order 5: Ms. Banek made a motion, seconded by Ms. Vieth to approve Contract 1, Change Order 5 with Midwest Wrecking in the amount of \$732.60. Mr. Gilsinn explained that the Library had requested removal of ceramic tile in front of the public restrooms for the installation of carpeting. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 5, Change Order 9: Ms. Vieth made a motion, seconded by Ms. Singer to approve Contract 5, Change Order 9 with Wendell Builders, Inc. in the amount of \$3,135. Mr. Gilsinn explained that after demolition of the existing building's east brick masonry wall and soffit, the sheathing material slated to remain was deemed incompatible with the glue for the new roof membrane. Therefore, new plywood sheathing had to be installed so that the roofing could be properly installed and warrantied. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 5, Change Order 12: Ms. Singer made a motion, seconded by Mr. Larson to approve Contract 5, Change Order 12 with Wendell Builders, Inc. in the amount of \$882.00 for netting and protection that was installed at the elevator shaft opening to provide required safety features for the elevator contractor. Mr. Gilsinn notes 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. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 5, Change Order 13: Mr. Larson made a motion, seconded by Ms. Quirke to approve Contract 5, Change Order 13 with Wendell Builders, Inc. in the amount of \$652.00 to add a fire extinguisher near the elevator as required by the state inspector. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 5, Change Order 14: Ms. Oakley made a motion, seconded by Ms. Banek to approve Contract 5, Change Order 14 with Wendell Builders, Inc. in the amount of \$5,213 for the demolition of the temporary wall separating the new addition from the existing building and the installation of a new temporary wall separating the public from construction going on in the existing building. Mr. Gilsinn 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. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 6, Change Order 6: Ms. Banek made a motion, seconded by Ms. Vieth to approve Contract 6, Change Order 6 with Wheaton Associates in the amount of \$1,650 to extend the new circulation desk an additional 20 feet to provide additional space for patrons. Mr. Gilsinn noted that this was determined during the design review stage and was requested by library staff. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 6, Change Order 7: Ms. Vieth made a motion, seconded by Ms. Singer to approve Contract 6, Change Order 7 with Wheaton Associates in the amount of \$868.00 for the addition of an access panel in the new reference desk to accommodate electric that was relocated for the new window shades and light switches. Ms. Gilsinn noted that this access panel makes it more convenient for staff to operate yet also keeps it inaccessible to patrons. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 10, Change Order 5: Ms. Singer made a motion, seconded by Mr. Larson to approve Contract 10, Change Order 5 with Wendell Builders, Inc. in the amount of \$8,725. Mr. Gilsinn explained that for the bid documents, architects used the same detail, light fixtures, and panels per the drawings of the existing building. Once the panels were removed as part of the demolition, it was discovered that it wasn't constructed as drawn and that the light fixtures in the soffit were not IC rated which means they cannot come into contact with insulation. The solution used in the construction of the original building was to drill through the sheathing behind the panels and remove the insulation. However, this solution created the potential for air and vapor to infiltrate behind the panels instead of maintaining a continuous waterproof barrier at the exterior face of the fascia behind the panels as intended. In addition, there are concerns regarding condensation due to cold exterior air in the winter coming into close proximity to warm interior air and vice versa in the summer. A decision was made to construct an insulated box at each fixture location in the new addition that keeps both the integrity of the exterior sheathing, insulation, and air/vapor barrier while also meeting the requirements for the non IC rated fixture.

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

Contract 10, Change Order 6: Mr. Larson made a motion, seconded by Ms. Quirke to approve Contract 10, Change Order 6 with Wendell Builders, Inc. in the amount of \$780.00 to rework the trough due to window treatments on the south and east wall of the addition. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 13, Change Order 3: Ms. Oakley made a motion, seconded by Ms. Quirke to approve Contract 13, Change Order 3 with Acino & Sons Decorating in the amount of \$350.00 to paint the frames and doors of the bookmobile and maintenance garages so that they match the new wall paint. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 20: Ms. Banek made a motion, seconded by Ms. Oakley to approve Contract 22, Change Order 20 with Associated Electrical Contractors in the amount of \$12,972.96 for authorized overtime pay to make up project delays so that the committed move-in date of August 27 into the new addition could be accommodated. It was noted that project delays were due to rain and having to wait for permits. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 23, Change Order 6: Ms. Vieth made a motion, seconded by Ms. Quirke to approve Contract 23, Change Order 6 with Pieper Electric, Inc. in the amount of \$515 to install an additional data location in the new staff office. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 26: Ms. Singer made a motion, seconded by Mr. Larson to approve Contract 22, Change Order 26 with Associated Electrical Contractors in the amount of \$751.30 to install an additional data location in the new staff office. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 22: Mr. Larson made a motion, seconded by Ms. Quirke to approve Contract 22, Change Order 22 with Associated Electrical Contractors in the amount of \$1,734.51 to remove baseboard heaters from along the windows of the original building as authorized by Board President Bonnie Quirke. It was noted that these heaters have not been used since 2011. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 23: Ms. Oakley made a motion, seconded by Ms. Vieth to approve Contract 22, Change Order 23 with Associated Electrical Contractors in the amount of \$393.71 to install conduit from the basement through the foundation wall for planting bed irrigation. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 24: Ms. Banek made a motion, seconded by Ms. Quirke to approve Contract 22, Change Order 24 with Associated Electrical Contractors in the amount of \$334.96 for the installation of temporary electric cords and feeds for the temporary computers in order to have floor boxes that were live. 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. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 22, Change Order 25: Ms. Vieth made a motion, seconded by Ms. Quirke to approve Contract 22, Change Order 25 with Associated Electrical Contractors in the amount of \$272.94 for the relocation of an automatic door opener in the workroom corridor. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 23, Change Order 7: Ms. Singer made a motion, seconded by Ms. Oakley to approve Contract 23, Change Order 7 with Pieper Electric, Inc. in the amount of \$1,200 for electrical demolition 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 electrical. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Contract 26, Change Order 7: Mr. Larson made a motion, seconded by Ms. Quirke to approve Contract 26, Change Order 7 with Abbey Paving in the amount of \$1,675 to pour concrete for a sidewalk where site utilities were trenched. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Aspen Drive Library Expansion Updates: Mr. Archer showed recent photos of the construction site as well as an interior diagram of the newly completed space that is now open to patrons as well as the area that is currently closed off. He reported that we still have a project completion date of November 1. To accommodate that completion date the library will need to close on Monday, October 28 and Tuesday, October 29 for the relocation and installation of shelves and for the new checkout desk to be installed. There will be a delayed opening at 2pm from Wednesday, October 30 through Friday, November 1 for new furniture to be installed throughout the building and for computers to be re-installed. He noted that the library will be open in time for the after-school students on these days.

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

Approval of the Bills: In Ms. Dobbs' absence, Ms. Vieth made a motion, seconded by Ms. Oakley to approve the Bills Paid Report from August 17, 2019 through September 13, 2019 in the amount of \$1,579,776.56. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Report of the Director: From the statistical report, Mr. Archer noted that due to Aspen being closed for 2 days in August, and the collection being reduced with a significant amount in storage, the check-out numbers at Aspen were adversely affected. Program attendance went down too as a result. He announced that an all-staff meeting was held on Friday, September 13 and included an overview of the Libertyville-Mundelein Historical Society presented by Jenny Barry and an introduction to new online resources and program registration modules.

He also announced that on November 1, Macmillan Publishing will begin a two-month embargo on new e-book titles. Under the new terms, libraries will be limited to the purchase of a single perpetual access e-book during the first eight weeks of publication for each new Macmillan release. Additional copies will then be available for purchase only after the eight week window has passed. This action will undoubtedly have an effect on patron waiting lists for new eBook titles. Macmillan believes that library e-book lending depresses consumer e-book sales and author payouts.

He noted that Macmillan's actions are the latest actions from publishers setting restrictions for library-provided eResources. Blackstone Audio announced it will begin embargoing e-audiobook sales to libraries for 90 days after release. Hachette Book Group and Simon & Schuster became the first of the Big Five publishers to meter digital audio purchases in libraries. Like e-books, digital audio licenses from these two publishers will now expire after 24 months.

Lastly, Mr. Archer reported that several new laws were signed into law by Governor Pritzker. Two that he highlighted are the Illinois Human Rights Act which was amended to mandate that all employers adopt a sexual harassment prevention training program for employees that will be effective January 1, 2020. The other is the Victims' Economic Security and Safety Act which was amended to include sexual harassment, and allows an employee who's a victim of domestic or sexual violence or has a family member who suffered from domestic or sexual violence can take up to twelve (12) weeks off to seek medical/psychological help, counseling, legal and other assistance.

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

Report of the President: Ms. Quirke reported that her experience at Talk With a Trustee during the evening was very positive. She feels that the evening hours attracted more people than it usually does on a Saturday afternoon. Ms. Singer reported that her experience at Aspen was positive as well with many young families and young children.

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: 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. Quirke made a motion, seconded by Ms. Oakley to approve the 2020 Library closure dates as presented. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Communications: None.

Public questions: None.

Adjournment: Ms. Quirke made a motion, seconded by Ms. Vieth to adjourn the meeting. Having no further business, the meeting was adjourned at 8:09 p.m. Roll call was as follows: Ayes; Ms. Banek, Ms. Singer, Ms. Vieth, Mr. Larson, Ms. Quirke, and Ms. Oakley. Nays; none. Ms. Dobbs was absent. Motion carries.

Respectfully submitted,

James Larson, Secretary

Bonnie Quirke, President