

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

December 2, 2024

Call to order: The special meeting of the Cook Memorial Public Library District was held on Monday, December 2, 2024 at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. A quorum being present, the meeting was called to order by President Deb Ader at 5:30 p.m. Trustees present at roll call in addition to Ms. Ader were: Phyllis Dobbs, Kristen Palic, Lisa Michaluk, and Sara Lawton. Karen Singer was absent.

Staff members present were Library Director David Archer, Finance Director Crystal Edwards, Senior Manager of Children’s Services Melissa Phillips, and Executive Assistant Gabriella Pantle. Tom Featherstone and Annica Simpson from Featherstone Construction and Tiffany Nash and Dan Pohrte from Product Architecture+ attended virtually.

Public Comment: None.

Approval of Resolution 2024-2025/6 Accepting Bids and Awarding Contracts for the Cook Park Library Children’s Renewal Project: Ms. Simpson began the presentation by taking the trustees through the Bid Tabulation sheet noting who the lowest qualified bidders were for each of the seven trade contracts. Next she shared the Budget/Bid Analysis and explained why some of the base bids were higher than the preliminary budget before moving onto the schedule.

A long discussion ensued on the higher-than-expected electrical bids and increased furniture costs with Ms. Nash explaining ways that the Library could save money to decrease the variance. Some options she suggested are to change the lighting and cut the furniture budget. The board expressed their concerns with the added costs but struggled with taking things away from the project that have already been promised to the community and to staff members.

Mr. Archer and Ms. Edwards identified ways that could make more money available such as using funds that have been set aside for other things, using the contingency fund in the general budget, and asking the Friends of the Library for help. Additionally, Mr. Archer announced that a sizeable donation was recently received that could be put towards the project as well. After discussing these options, the Board agreed to move forward with no changes to the contracts that were presented. Ms. Dobbs then made a motion, seconded by Ms. Michaluk to approve Resolution 2024-2025/6 accepting bids and awarding contracts for the Cook Park Library Children’s Renewal Project. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Singer was absent. Motion carries.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs , to adjourn the meeting. Having no further business, the meeting was adjourned at 6:12 p.m. Roll call was as follows: Ayes; Ms. Ader, Ms. Dobbs, Ms. Palic, Ms. Michaluk, and Ms. Lawton. Nays; none. Ms. Singer was absent. Motion carries.

Respectfully Submitted

Karen Singer, Secretary

Deb Ader, President