

November 15, 1971

Minutes of the special Board meeting of the Skokie Public Library Trustees held November 15, 1971 at Ray Foley's Restaurant, at 7:00 p. m.

Members present: Terry Engel, Diana Hunter, Richard Lindberg, Selma Petty, John Wozniak and Rabbi Karl Weiner, also Miss Mary Radmacher, Chief Librarian.

Also present: Mr. James W. Hammond, of Hammond, Beeby and Associates.

The meeting was called to order at 8:45 p. m. by President, Rabbi Weiner, who explained the reason for the special meeting was for discussion of the Expansion program items and related subjects.

Mrs. Petty, Chairman of the Building Committee, asked Mr. Hammond to give a general report on progress. He reported construction is proceeding as expected. The contractor has only one major problem and that is with the window supplier. There is a little delay due to the switch gear. It is too early to tell for certain but it now appears that he will be finished somewhere near the first of February. The urgency on carpeting is now only a matter of selection and ordering. Drawings of special equipment are almost ready. Woodwork Corporation of America will submit an estimate in the next week and this will facilitate estimating rather closely what the interior will be. It appears it will be possible to go out to bid December 1 for return by December 15. Stack and carpet suppliers are the two most important from a timing viewpoint because they must be installed before the move can begin. It will be right for a June open house. This will allow time to get the new building shaken down. Stack suppliers have given a time period of 90 to 120 days and the carpeting people require approximately 10 weeks. Colors can be decided later. All this appears to make a relatively easy move. Children's, Technical Processes and Circulation Departments will move only once. Adult Services Department will have two moves (to return to the west building). On the plan to do the west building Mr. Hammond said a conclusion has been reached to do minor changes in partitions, and lighting and mechanical systems.

A part of the furnishings is refurbishing. Mr. Di Leonardi is working on whether this can legally be done under a separate contract. Following discussion regarding ways of handling refurbishing and reupholstering, the following motion was made by Mr. Lindberg, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the authority of the Building Committee shall be dependent upon the decision by Counsel and when that decision has been given, the Building Committee can proceed on its own authority.

Mrs. Petty noted that since the package for furnishings and the carpeting have been approved, the only remaining decisions are for draperies and selection of colors.

Mr. Hammond stated that fortunately there was no problem with the fence and hedges to the west. Upon the architect's recommendation, the extra to the contractor for fencing in the amount of \$693.00 was approved by the following motion by Mr. Lindberg, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: The Skokie Public Library Board approve payment to the contractor of \$693.00 for the fence on the west side of the building.

Mr. Hammond presented the contractor's request for reduction in the retainage. Motion by Mr. Lindberg, seconded by Mrs. Petty.

Motion: That on all pay-out estimates henceforth we, as owners, shall withhold five percent instead of the ten percent which we have done heretofore and that the ten percent that we have heretofore withheld shall be retained until satisfactory completion of the contract.

Motion amended by Mr. Engel.

Amendment: And that the reduction from ten percent to five percent shall be conditional upon the satisfactory performance by the contractor.

Mr. Lindberg accepted the amendment. On roll call vote, the motion and amendment passed unanimously. Mr. Lindberg recommended that the Library's counsel should send a certified copy of the Resolution to the architect.

Mr. Hammond distributed copies of a Building Program Budget Data for review, a copy of which is attached to these minutes. He said change orders for reasons other than increase in scope are approximately one percent and the total

for change orders including change in scope and upgrading several items is approximately five percent including the aforesaid one percent.

Mr. Hammond listed on his report and recommended for discussion Desirable Additions, the first two are of utmost importance for decisions.

Modification of the West building as originally planned has proved too expensive. Plans have been reconsidered and \$50,000 appears very liberal for the work now in planning especially since the cost of painting is included in Corrigan's contract. The entire job could now be done by Corrigan.

The second item of modification is upgrading of the Central Meeting Room and Administrative Area. Mr. Hammond has firm prices from the contractor for the electrical and mechanical work at a cost of slightly over \$16,000. The estimate of \$30,000 is considered conservatively safe. Mr. Hammond displayed proposed plans for these areas showing changes which must be made now since they cannot be done at a later date. Mrs. Petty, Chairman of the Building Committee, made the following motion.

Motion: That the modification and upgrading of the Central Meeting Room and Administration area - estimated at \$25,000 to \$35,000 - proposal for mechanical and electrical, estimate for general work, at an additional cost of \$30,000 be accepted by this Board. This is the architect's recommendation listed under Item B-2 of his report.

Mr. Lindberg seconded the motion and the voting was as follows: Terry Engel, yes; Diana Hunter, abstain; Richard Lindberg, yes; Selma Petty, yes; and John Wozniak, yes. Motion carried.

Item B-3 is a recommendation for upgrading of the landscaping. In a discussion, the following motion was made by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept the architect's recommendation to upgrade the landscaping, depending upon the funds available, to include an additional \$15,000, making the total \$22,500 for designing and planting of the Library's land and designing of the Village Green, as listed under item B-3 of the architect's report to this meeting.

Mrs. Hunter mentioned no additional outside lighting has been included in the desirable additions. Mr. Hammond stated there will be enough lighting from under

the overhang to be safe but if any decorative lighting is installed that would be up to the Village and must be coordinated with the Library design which is also the desire of the Village officials.

Miss Radmacher asked the Board's opinion to instruct the Zarco Construction Company on the type of windows to be installed in the house at 5219 Oakton which they are repairing. After the explanation the Board agreed that Zarco should go ahead with the upper windows to be one pane of glass.

Meeting adjourned at 11:00 p. m. on motion by Dr. Wozniak.

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Selma Petty - Secretary