

October 24, 1991

Minutes of the special meeting of the Board of Trustees of the Skokie Public Library held Thursday, October 24, 1991. The meeting was called to consider renovation project finishes and review bid specifications.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; John J. Graham; Zelda Rich; Susan Brill Schreck; Eva Weiner; and Carolyn A. Anthony, Director.

Board Secretary Norma Zatz arrived at 7:50 p.m.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; and Pat Groh, Coordinator of Community Services.

Also present: Robin A. Johnson and Michelle Riefle from Hammond Beeby and Babka, Inc.

REVIEW AND DISTRIBUTION OF PROPOSED SCHEDULE

Robin A. Johnson discussed bidding requirements and procedures for bidder drawing pickup; walk through process; addenda process; bid receipt process (noting that it is necessary to date and time stamp bids upon receipt); and the bid opening.

Ms. Johnson advised that each bidder signing up at Hammond Beeby and Babka, Inc. will receive three sets of plans and three sets of drawings upon receipt of a \$300. certified check made payable to the Skokie Public Library. Bidders must visit the site and are encouraged to come to the Library for a walk through with the architects, meeting afterward in the Petty Auditorium for discussion and/or to clarify questions and requirements.

Sealed bids will be received until 2:00 p.m. on November 25, 1991 at the Skokie Public Library and opened publicly with oversight by the Library's attorney at 3:00 p.m.

Ms. Johnson said that the estimate for installation of a ceiling sprinkler system in the original building was extremely low because it was based on a straightforward installation, without regard for the baffles. Further investigation pushed the cost up approximately two times more than the original estimate of \$59,000. Because the drop ceiling baffles would impede the effectiveness of a sprinkler system in the ceiling, and installing additional sprinkler heads beneath the baffles for effective water distribution is prohibitively expensive, Ms. Johnson recommended withdrawing the alternate bid entirely. A sprinkler system will still be installed in the mechanical room.

The Board concurred.

During discussion the Board again expressed concern that the Library remain open as much as possible during the renovation project.

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE SOLICITING SEALED BIDS, IN THE FORM OF THE NOTICE TO BIDDERS AS PREPARED AND PRESENTED BY HAMMOND BEEBY AND BABKA, INC., ARCHITECTS FOR THE RENOVATIONS TO THE SKOKIE PUBLIC LIBRARY, AS SET FORTH IN THE BID SPECIFICATIONS.

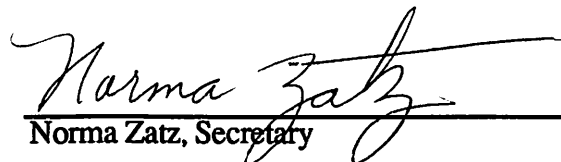
The roll call vote for approval was unanimous.

Mrs. Hunter called for a short recess at 8:15 p.m. during which time Ms. Johnson set up a display of samples of coordinating marble, carpeting, fabric and wood for the Board to look at.

At 8:25 p.m. the meeting resumed with general discussion of the materials presented. The Board indicated that it was not interested in carpet tiles. The Board will look to Ms. Johnson and the Director for recommendation of finishes.

ADJOURNMENT

The meeting adjourned at 8:50 p.m.



 Norma Zatz, Secretary