

May 8, 2002

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, May 8, 2002.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Susan Greer; Zelda Rich (arrived at 7:31 p.m.); Richard Witry; Dr. John Wozniak, and Carolyn A. Anthony, Director.

Visitors present: Richard Spicer, Fred Berglund & Sons; Barbara A. Kozlowski, Associate Director for Public Services; HVAC Consultant Paul Gilson; Jay Tulley, Riddiford Roofing Company.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 10, 2002

Mr. Witry made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of April 10, 2002, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Mrs. Rich arrived at 7:31 p.m.

Mr. Graham asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Change Orders

Mrs. Anthony reported that three of the change orders are for work/items that would have been required anyway, but had not been specified at the time that bids were

let. These items include \$14,213. for casework (counters in office areas), \$27,609. for fin tube radiator covers in the office area and \$1,914. for a water meter from the Village.

Dr. Wozniak made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR ADDITIONAL CASEWORK ADDED PER ARCHITECTURAL SUPPLEMENTAL INSTRUCTIONS #1, #10 AND #11 IN THE AMOUNT OF \$14,213.00.

The roll call vote for approval was unanimous.

The second change order is for fin tube radiator covers located on the third floor.

Mr. Spicer explained that this is a specialty item that was not included with the mechanical or the general trade contractors' scope of work. There was some confusion with the notes on the drawings regarding who should be responsible for providing this item. Mr. Spicer assumed that the mechanical contractor would provide this cover, however, a note on the mechanical drawings states it is to be provided by others. It was not included with the general trade contractor's scope and there is not a specification section that would hold either contractor responsible. Mr. Spicer asked Camosy, Inc. to quote providing the cover as shown on the drawings. Since this is a specialty item, it would be more cost effective to have Camosy provide this product rather than Monaco Mechanical. Mr. Spicer is working with the architect and Camosy to find options that would reduce the costs but still maintain the appearance required.

After discussion, a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR FIN TUBE RADIATOR COVERS IN AN AMOUNT NOT TO EXCEED \$27,609.00.

The roll call vote for approval was unanimous.

The next change order is from Kerrigan Plumbing Co., Inc. for the purchase of a new water meter from the Village of Skokie for \$1,914.

Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM KERRIGAN PLUMBING CO., INC. FOR THE PURCHASE OF A NEW WATER METER FOR \$1,914.

The roll was called: Mrs. Hunter—yes; Mr. Witry—yes; Mrs. Greer—yes; Mrs. Rich—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—no. The motion passed.

The fourth change order is from Camosy, Inc. for the additional costs involved with the changes made to the civil drawings. These items include additional asphalt removal and replacement, concrete curbing, and a size increase to the concrete retaining wall located at the parking lot addition for \$17,408.00. Mr. Spicer explained that this has to do with separating the sanitary sewer and storm sewer site on to the street. Mr. Witry questioned who was responsible for failing to pick this up and still takes issue with this matter. Mr. Spicer replied that Gewalt Hamilton prepared the civil drawings.

After further discussion, Dr. Wozniak made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR ADDITIONAL SITE WORK FOR CHANGES MADE TO THE CIVIL DRAWINGS FOR \$17,408.00.

The roll was called: Mrs. Hunter—abstain; Mr. Witry—yes; Mrs. Greer—yes; Mrs. Rich—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

The next change order is from Camosy, Inc. to provide Ann Sacks Mosaics accent band tile in lieu of the Vogue series tile in the bathrooms for \$7,809.

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR ANN SACKS MOSAIC ACCENT TILE FOR \$7,809.

The roll call vote for approval was unanimous.

Mr. Spicer introduced Mr. Tulley from Riddiford Roofing Co., Inc.

Mr. Tulley spoke at length about the roof for the 1958 existing west building. He explained that the change order is for providing a coal tar pitch roof in lieu of the originally specified modified bitumen roof. This change to the roof type is the most cost effective way to correct the existing problem of the roof deck not containing any structural slope. If the modified system is applied then 1/4" tapered insulation would be required in order to properly drain the roof to achieve the manufacturers standard warranty. The tapered insulation is much more expensive than the costs to provide the coal tar pitch, which can be applied and warranted on the existing deck. The coal tar pitch is less expensive than using a tapered insulation system; however, it is more expensive than the originally specified system. Additional wood blocking would be needed due to existing conditions; however, use of the coal tar pitch will require less blocking than the tapered system. Camosy, Inc. would perform this additional blocking on a time and material basis. The change order amount for the coal tar pitch roof requested by Riddiford Roofing is \$41,544.00.

Mr. Gilson entered the meeting at 8:04 p.m.

Mr. Tulley said Riddiford takes aerial photos of some of the roofs they've completed and will donate one to the Library when our roof is completed. He showed

three different roofs on companies in the Chicago area that Riddiford installed and the various roofs each had.

Mr. Tulley said that the coal tar pitch roof has been approved by the manufacturer for a 20-year warranty. If leaks occur, the manufacturer is responsible for correcting the leak. Mr. Witry inquired as to the maintenance requirements for this roof. Mr. Tulley said once a year a trained professional should look at potential poor spots/seams that pop. The Library maintenance staff should look for leaves around the drains once every other month. Regular debris removal is necessary. After a year, additional rocks should be put on the roof as some will sink into the tar. Riddiford does provide a service quality assurance program if the Library is interested.

Mrs. Hunter said she is skeptical about the coal tar pitch roof, as we had many leaks until the Trocal roof was installed.

After discussion, Mr. Witry made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM RIDDIFORD ROOFING FOR A COAL TAR PITCH ROOF FOR \$41,544.00 FOR THE 1958 ORIGINAL WEST BUILDING.

The roll was called: Mrs. Hunter—no; Mr. Witry—yes; Mrs. Greer—yes; Mrs. Rich—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

The credit of \$1,517. from Kerrigan Plumbing Co. for deleting the floor drain in the vending area and for the changes made to the grease trap per SK-1 was noted.

The Board thanked Mr. Tulley for his thorough presentation and Mr. Tulley left the meeting at 9 p.m.

Mr. Graham said the final change order is for leveling the second floor deck. Mr. Spicer explained that we had a deck designed for an additional two stories. This structural deck is the floor for the third story and was not at the elevation shown on the as-built drawings. The northeast side is the high point of the building on the second floor. In order to keep the ceiling, drywall and everything consistent, the top of the door frames had to be set at the same height. However, in some instances the door frame is two to two and a half inches off the ground. This is a very expensive problem to fix—approximately \$60,000. This work needs to be done before work can progress on the third floor.

Discussion ensued. The Board would like Mrs. Anthony to talk with legal counsel to see if we have any legal basis to go after the 1972 contractor, Carrigan, who did not install a level deck, as shown in the as-built drawings.

A motion was made by Dr. Wozniak, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A CHANGE ORDER IN AN AMOUNT NOT TO EXCEED \$60,000. FROM CAMOSY, INC. TO PROCEED WITH THE LEVELING OF THE SECOND FLOOR DECK.

A roll call vote for approval was unanimous.

Mr. Spicer left the meeting at 9:11 p.m. The Board took a short recess.

Design and Engineering for Audiovisual Equipment

The meeting resumed at 9:21 p.m.

Mrs. Anthony presented the proposal from MCSi for design and engineering of audiovisual equipment installations throughout the Library for \$15,000. MCSi was recommended by Gary Newhouse, Dean of Library and Media Services at Oakton Community College and a former employee of the Skokie Public Library. The fee is inclusive of all services needed to deliver a specification package suitable for bidding.

There are nine meeting and/or conference spaces in the new building layout that require audiovisual equipment. The wiring for the audiovisual equipment has been anticipated by the architect.

Mrs. Greer made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM MCSi FOR DESIGN AND ENGINEERING OF AUDIOVISUAL EQUIPMENT INSTALLATION THROUGHOUT THE LIBRARY.

The roll call vote for approval was unanimous.

Mrs. Kozlowski left the meeting at 9:31 p.m.

RENEWAL OF HVAC MAINTENANCE AGREEMENT

At the last Board meeting, some Board members questioned the proposed fee from NorthTown Mechanical for renewal of a maintenance contract on the Library's HVAC equipment. After the meeting, Mrs. Anthony extended our present agreement through May. As later requested by some Board members, Mrs. Anthony solicited bids for HVAC maintenance from seven firms, based on specifications compiled by consultant Paul Gilson. Three contractors responded: Hill Mechanical Group, \$40,542; NorthTown Mechanical, \$29,616; RMC, \$49,020.

NorthTown Mechanical, our current vendor, is the low bidder. One reason for a decrease from their previous quotation of \$40,788. was a difference in treatment of training hours for the new equipment. Previously NorthTown was advised to assume a certain number of hours for the training/commissioning of new equipment. In the competitive bid process, vendors were informed that participation in training would be reimbursed at their quoted hourly rates. This was done to ensure the receipt of comparable quotations as the time spent in the training may be different for different vendors.

Paul Gilson was introduced to the Board and fielded questions about the HVAC proposal; training; commissioning; critical repairs, warranty management for the 23 items under warranty; and preventive maintenance.

A motion was made by Mrs. Hunter, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BID FROM NORTHTOWN MECHANICAL FOR \$29,616. FOR MAINTENANCE OF THE LIBRARY'S HEATING, VENTILATING AND AIR CONDITIONING EQUIPMENT FROM JUNE 1, 2002-MAY 31, 2003.

The roll call vote for approval was unanimous.

Mr. Gilson left the meeting at 9:45 p.m.

YEAR-TO-DATE BUDGETARY STATUS

The Year-To-Date Budgetary Status was noted.

ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

The Analysis of General Operating Fund for the Seven Fiscal Years report was noted.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
BILLS
CIRCULATION REPORT
LIBRARY USE STATISTICS
PROGRAM STATISTICS 4TH QUARTER F.Y. 2001-02
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFT
PERSONNEL

Mrs. Greer made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF APRIL, 2002, AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS 4th QUARTER F.Y. 2001-02
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
5. GIFTS: \$100. FROM BONNIE AND STEPHEN TRAIMAN IN MEMORY OF THEIR MOTHER, BESSIE GLITMAN, FOR THE PURCHASE OF LARGE TYPE BOOKS AND JUVENILE BOOKS
6. PERSONNEL: HIRE: DONNA RICHARDSON, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE APRIL 17, 2002.

The roll call vote for approval was unanimous.

LETTER FROM ROBERT D. HUNTER TO CAROLYN ANTHONY DATED APRIL 11, 2002 AND INVOICE NO. 0056836 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$46,544.65 DATED MARCH 12, 2002

A motion was made by Dr. Wozniak, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 0056836 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$46,242.41 (THIS AMOUNT REFLECTS THE DEDUCTION OF THE ENTERPRISE RENT-A-CAR AMOUNT OF \$120.24).

The roll was called: Mrs. Hunter—yes; Mr. Witry—no; Mrs. Greer—yes; Mrs. Rich—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

INVOICE NO. 12103 FROM FRED BERGLUND & SONS, INC. FOR \$52,772.63 DATED MAY 1, 2002

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT FROM JACK R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI & PETERSON DATED APRIL 30, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORPORATION FOR \$151,501.50 DATED APRIL 17, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$235,736.00.00 DATED APRIL 25, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS & METAL FOR \$52,380.00 DATED APRIL 23, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM MCDANIEL FIRE SYSTEMS FOR \$14,597.00 DATED APRIL 18, 2002

APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR \$43,650.00 DATED APRIL 25, 2002

PAY REQUEST NO. 8 FROM MONACO MECHANICAL INC. FOR \$175,395.60 DATED APRIL 25, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC FOR \$113,028.90 DATED APRIL 30, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM G.E. RIDDIFORD CO. FOR \$145,005.08 DATED APRIL 29, 2002

The Project Application and Project Certificate from Mr. Lesniak was noted.

Dr. Wozniak made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 12103 FROM FRED BERGLUND & SONS, INC. FOR \$52,772.63 DATED MAY 1, 2002, AND PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

CROUCH-WALKER CORPORATION	\$151,501.50
CAMOSY INCORPORATED	\$235,736.00
ALLIANCE GLASS & METAL	\$52,380.00
MCDANIEL FIRE SYSTEMS	\$14,597.00
F. J. KERRIGAN PLUMBING CO.	\$43,650.00
MONACO MECHANICAL INC.	\$175,395.60
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LL	\$113,028.90
G.E. RIDDIFORD CO.	\$145,005.08

The roll was called. The motion passed unanimously.

DIRECTOR'S REPORT

Usage—Circulation in April was about the same as in the same month last year which is not bad considering that the Library was closed one day, opened at 1 p.m. one day and 10 a.m. another day and significant portions of the collection were not available to the public for two days during move preparation. Mobile Library circulation was up, in part

because the vehicle provided service on the day the building was closed. Not surprisingly, reciprocal borrowing was down more than 18% and the gate count down over 9%. Remote use of licensed resources was up 36% from March so that proved to be a convenience for residents. Nearly 100 people used remote access, an increase of 10% from the previous month.

Weathering the Construction—Staff have been troopers, holding up through four days of 85°-90° heat without air conditioning, continuing telephone reference without electricity in the west building, volunteering to staff a special help desk in the lobby, taping colored feet to the floor to direct users to new collection locations, helping out on the Mobile Library, cheerfully assisting patrons and otherwise showing their indomitable spirit. They have been truly remarkable!

Bob Hunter's Retirement—Our architect Bob Hunter has retired May 1 and will enjoy well-deserved leisure for sailing and other pursuits. He will retain an office at OWP&P and remain available to us throughout the completion of the project.

Grants—For all of Camille Cleland's effort in struggling with the Federal paperwork, we have been notified that the Library will receive an E-rate grant of \$4,794. Because the lawsuit challenging the CIPA (Children's Internet Protection Act) is still pending, we don't know yet whether the requirement for use of filters will be sustained. The Library received a grant of \$500. from the Skokie Fine Arts Commission in addition to their grant of \$1,500. for the Artist-in-Residency program during National Library Week. The performance by 27 fourth grade students, working with actors from the Green Light Performing Company, was a big hit. The children volunteered why they like reading and acted out scenes from some of their favorite books.

Best Practice in Community Information—Skokie Public Library was one of several cited for best practice in community information in a recent book Online Community Information: Creating a Nexus at Your Library. Authors Joan C. Durrance and Karen E. Pettigrew recognized NorthStarNet as well as SkokieNet in their book addressing “the ways that libraries can harness the power of the Internet to provide digitized community information to local audiences.”

Illinois Advocacy Day—Frances Roehm and Mrs. Anthony went to Springfield on the NSLS bus for Illinois Advocacy Day April 17. We saw five of seven senators and legislators who represent at least a portion of Skokie. We were generally greeted quite warmly although the message was clear that the State’s financial problems are real this year. We will have to see how public library per capita grants fare.

Presentations to Service Groups—Mrs. Anthony made a presentation to the Skokie Valley Rotary Club about the Library’s building project when they met here at the Library for lunch April 23. Several Rotarians stayed to tour the new addition. On May 2, Mrs. Anthony gave a similar presentation to the Kiwanis Club.

New Executive Director at ALA—ALA has announced the appointment of a new Executive Director. Keith Fiels will start at ALA July 1, replacing Bill Gordon who is retiring. Mr. Fiels is currently Director of the Massachusetts Board of Library Commissioners and has prior experience in public and school libraries.

Sharon Hogan—Mrs. Anthony has learned that Sharon Hogan, University Librarian at the University of Illinois at Chicago died April 27 after a brief illness. She chaired the ILA Public Policy Committee when Mrs. Anthony was President of ILA. She made significant contributions on a national level to articulating the role of libraries in the digital age. A memorial service will be held May 9.

GOALS AND OBJECTIVES 2002-2003

Mrs. Anthony presented the Goals and Objectives for 2002-2003 as proposed by the Department Heads and Coordinators. Clearly much of our effort this year will be focused on getting through the construction, establishing operations in new quarters and making service adjustments. Nevertheless, there are still a number of service enhancements anticipated.

We are starting the fourth year of our current Long Range Plan so, by next spring, we should be starting a new planning process. With construction completed, it will be a time to consider what service opportunities are possible in our new building configuration.

The Board unanimously approved the Goals and Objectives for 2002-2003 as presented.

LIBRARY CABLE NETWORK CHANNEL 24

The May Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

At the June Board meeting Mr. Graham would like to discuss the possibility of commissioning a piece of artwork depicting the Harms' House before it is demolished.

Dr. Wozniak was happy to see the Chicago Tribune community supplement which quoted Director Anthony.

Mr. Witry feels the west wall is very vacant. Mrs. Anthony said Mr. Pigozzi had suggested taking two or three parking spaces and building an island with bushes and a tree. Mrs. Hunter has spoken to a number of people who would be willing to raise funds

for a piece of sculpture by Richard Hunt for the plaza area outside the west entry.

Comments were very positive.

ADJOURNMENT

At 10:14 p.m. the meeting adjourned.

Eva Weiner, Secretary