

January 9, 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, January 9, 2002.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:36 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Zelda Rich; Richard Witry; Dr. John Wozniak, and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

Visitors present: Richard Spicer, Fred Berglund & Sons; Bobbie Gordon and Robin Stern, Relocation Advisers; Al Chavoan, Indaplex; and Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 12, 2001

Mrs. Hunter made a motion, seconded by Mr. Witry, to approve the minutes of the regular meeting of December 12, 2001, subject to additions and/or corrections. There being no additions and/or corrections, the minutes were approved and placed on file.

Mr. Graham asked the Board to move the regular order of business and move directly to Building Project (Items G 1, 2 and 3). The Board agreed.

BUILDING PROJECT

Recommendation for Mover and Installer Contractor

Bobbie Gordon and Robin Stern of Relocation Advisers were introduced by Mrs. Kozlowski. They presented a breakout session on Staff Day and have been doing a terrific job for the Library.

Ms. Gordon stated that their goal throughout the process of planning the various moves is to keep the Library open and accessible to patrons as much as possible. Hallett Movers has a unique piece of equipment, the range/stack mover, which allows moving of full book ranges. It will be utilized during at least two of the move phases. Not only will it decrease the move time for each of those phases; its use will save the Library more than \$30,000. in move-related expenses.

Ms. Gordon and Mr. Stern recommend the bid from Hallett Movers be accepted for moving services for \$171,927.50; plus tagging the collection, \$9,000., cleaning book shelves, \$3,600., and cleaning book collection, \$13,680. Total cost: \$198,207.50.

Ms. Gordon and Mr. Stern recommend the bid in the amount of \$73,437.00 from Wal-Tek, Inc. be accepted for disassembling and reassembling shelving. Wal-Tek has vast experience doing installation-related work. They are very familiar with the disassembly and reassembly of not only library shelving, but also library furniture and furniture systems that are part of this project work. Wal-Tek has a large, in-house, experienced work force that will be able to handle the staffing requirements needed for the project.

Discussion followed. The days that the Library would be closed present a "worst-case" scenario. The moves will take place in different phases. At times, Youth Services may be closed to the public but other departments would be open and so on.

Mrs. Hunter suggested that if we know what department will be unavailable on a certain day(s) we could put a large sign on an easel in the lobby informing the public. She feels the public will be very understanding if they know what is happening. Mr. Stern and

Ms. Gordon will strive to keep as much of the Library open safely as humanly possible.

As we get closer to the move, the schedule will be more finely tuned.

Mrs. Anthony reported the bookmobile could be at the Library when we are closed instead of on the road and limited services could be provided.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM HALLETT MOVERS FOR MOVING SERVICES IN THE AMOUNT OF \$171,927.50 PLUS TAGGING THE COLLECTION, \$9,000.; CLEANING BOOK SHELVES, \$3,600.; AND CLEANING THE BOOK COLLECTION, \$13,680. FOR A TOTAL COST OF \$198,207.50.

The roll was called. The motion passed unanimously.

Ms. Gordon stated that the figures by Hallett could be less, but they will not be more.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM WAL-TEK, INC. FOR DISASSEMBLING AND REASSEMBLING SHELVING IN THE AMOUNT OF \$73,437.00.

The roll call vote for approval was unanimous. The Board thanked the Relocation Advisers for their presentation. Ms. Gordon and Mr. Stern left the meeting at 8 p.m.

Recommendation for Data and Voice Cabling Contractor

Mrs. Kozlowski introduced Al Chavoen, our data and voice-cabling consultant. Mr. Chavoen said he worked with staff from Bellcow for quality and quantity of cables and other cables for voice and data. Proposals were sent out to eight contractors and seven contractors responded with bids ranging from \$130,400. to \$276,776.

Mr. Chavoen recommends we accept the bid from Connectivity Solutions for \$148,762.00 based on the fact that they have submitted the best bid package, including detailed description of their project management plan; also their references rated their technical knowledge and service as excellent and very good. Another important consideration is that Connectivity Solutions is the electrical contractor for the Library expansion project. Having them as the cabling contractor would provide greater continuity and coordination.

The low bidder was inconsistent in the response. This was sufficient to disqualify them.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID OF CONNECTIVITY SOLUTIONS FOR DATA AND VOICE CABLING IN THE AMOUNT OF \$148,762.

The roll call vote for approval was unanimous.

More discussion followed re flexibility of the cabling for future technology implementation. All cabling is level 5 with fiber optic connections between data closets. This will be sufficient to implement Voice Over IP (VOIP) Phone System if we decide at a future date. We will also be using some wireless data connections during the move and then to supplement hard wired installations.

Mr. Graham thanked Mr. Chavoen for his presentation. Mr. Chavoen left the meeting at 8:11 p.m.

Change Orders

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

Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM ALLIANCE GLASS AND METAL FOR \$5,510. FOR REMOVAL OF A LARGE GLASS WINDOW PANEL FROM TECHNICAL SERVICES. THIS AMOUNT ALSO COVERS INSTALLATION OF AN INSULATED TEMPORARY ENCLOSURE AND EVENTUAL REPLACEMENT WITH GLASS.

The roll call vote for approval was unanimous.

Another change order is from Monaco Mechanical for modifications to the boiler breeching. The exact configuration of the boiler breeching could not be determined until abatement of some ductwork was completed and the blocking elements subsequently removed. Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM MONACO MECHANICAL FOR \$5,004. FOR MODIFICATIONS TO THE BOILER BREECHING.

The roll call vote for approval was unanimous.

Mrs. Anthony presented a change order from Camosy for \$4,364. for removal of 8"-10" thick asphalt, an unusual condition in the existing parking lot. Part of the existing parking lot had to be dug up to make it level with the new lot extension. Typical asphalt thickness is 3"-4", but this was 8"-10" thick. The expense is for more than a day of additional equipment use and dumping fees. Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM

CAMOSY, INC. FOR REMOVAL OF 8"-10" THICK ASPHALT, EQUIPMENT USE AND DUMPING FEES FOR \$4,364.

The roll call vote for approval was unanimous.

Another change order from Camosy, Inc. is for \$687. for removal and disposal of a tree stump from the Oakton Street parkway. The tree was a casualty of construction and was cut down by the Village on request. The Village indicated that it was not responsible for stump removal. Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR \$687. FOR REMOVAL AND DISPOSAL OF A TREE STUMP FROM THE OAKTON STREET PARKWAY.

The roll call vote for approval was unanimous.

Mrs. Anthony said examples of change orders from changes in specification are the deduct change order from Alliance Glass and Metal for \$3,495. and the accompanying add of \$2,592.00. These costs reflect a modification to the specs, calling for two doors (by the mechanical well and the Bookmobile garage) to be hollow metal instead of aluminum. The changes result in a net deduct of \$903. Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DEDUCT CHANGE ORDER IN THE AMOUNT OF \$3,495.00 FROM ALLIANCE GLASS AND METAL AND THE ACCOMPANYING ADD OF \$2,592. THAT REFLECT A MODIFICATION IN THE SPECS, CALLING FOR TWO DOORS (BY THE MECHANICAL WELL AND THE BOOKMOBILE GARAGE) TO BE HOLLOW METAL INSTEAD OF ALUMINUM. THE CHANGE RESULTS IN A NET DEDUCT OF \$903.

The roll call vote for approval was unanimous

Another change order from Camosy, Inc. is for \$1,867. and reflects an upgrade of new fire extinguisher cabinets from painted metal to stainless steel. Mrs. Hunter made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR \$1,867. THAT REFLECTS AN UPGRADE OF NEW FIRE EXTINGUISHER CABINETS FROM PAINTED METAL TO STAINLESS STEEL.

The roll call vote for approval was unanimous

The largest change order is from Kerrigan Plumbing in the amount of \$38,600. for extending the sanitary sewer out to Oakton Street. This work was specified in revised civil drawings of 11/1/01. The amount will be reduced by \$750. for the sawcutting as that will done by Camosy. This is essential work for which the Library would be responsible whether it was specified upfront or by revision.

Mr. Graham asked the Board not to approve this. He would like Jim Dyer of Fred Berglund and Sons to do a price analysis on Kerrigan's figures. Mr. Spicer explained that the cost includes an additional 314' of 8" sanitary sewer, two sanitary manholes, 63' of 8" storm, replacing the cone on the existing manhole and installing a half trap on the existing manhole inlet. It will also include \$8,400. credit for duplicate work on plumbing drawings, sawcut and removal of asphalt, removal of spoils, granular compacted trench backfill and shoring. Basically, it will take storm water away from the building. Mr. Spicer added that there is another change order coming for removing a much larger portion of asphalt. Mr. Spicer also stated that Kerrigan has been pretty fair and mindful of the project. They do attend all progress meetings and are trying to coordinate with staff.

Mr. Witry stated that Gewalt-Hamilton missed something. Kerrigan bid on the plumbing drawings but it was the civil drawings that were changed. Kerrigan is faultless here. Mr. Spicer said if this had been bid out on bid day we would have received a better price; he doesn't know the cause of the change or who made the change. It might have been Gewalt-Hamilton or Cook County.

Mr. Graham asked Mrs. Anthony to speak to our legal counsel, Loren Slutzky about this issue (before the Board meeting). Mr. Slutzky said that there is a base cost of the work and then an additional premium which is in question. One could request an independent cost estimate of the project, but the cost of that service might be equal to or greater than any potential savings to be realized. Mr. Witry takes issue with Gewalt-Hamilton for additional plans and specs charged for this in addition for work they should have done previously. The Board would like Mrs. Anthony to investigate who made this change. Did Cook County ask for this change? Was this the civil engineer's responsibility? The mechanical engineer?

In conclusion, Mr. Graham would like Mr. Spicer to re-examine the figures with Jim Dyer. Mr. Graham would like Mrs. Anthony to explain the Board's feeling on this matter to OWP&P and let it be known that the Board will not sit passively and approve all change orders. Mr. Graham asked the Board to designate two or more board members to approve the change order once Mr. Spicer has conferred with Mr. Dyer. The Board was comfortable with doing this. Mr. Witry and Mr. Graham were selected as committee members.

The Board took a short break from 8:37 p.m. to 8:43 p.m. The Board thanked Mr. Spicer for attending the meeting and Mr. Spicer left the meeting.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF DECEMBER, 2001, THE YEAR-TO-DATE BUDGETARY STATUS REPORT AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFTS
PERSONNEL

Mrs. Hunter made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFTS: \$35. FROM WILLIAM H. WEHRMACHER, M.D., FOR TREATS FOR STAFF IN APPRECIATION FOR SERVICE PROVIDED; \$30. FROM EVELYN MARKS SIEGEL WITH SINCERE APPRECIATION FOR THE STAFF AND PROGRAMMING OPEN TO MORE THAN SKOKIANS; \$207. FROM THE FRIENDS OF BRENDA IN MEMORY OF BRENDA B. WEISS FOR THE PURCHASE OF BOOKS ON CD; \$20. FROM DAVID KAPLAN IN APPRECIATION; \$10. FROM BETTY EDELMAN IN APPRECIATION; \$25. FROM SKOKIE VALLEY HADASSAH IN APPRECIATION; \$100. FROM THE WEINER FAMILY IN MEMORY OF ELWOOD PRINCE ADDITON.
5. PERSONNEL: PROMOTION: HOLLY KAHN, INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT TO YOUTH SERVICES LIBRARIAN,

YOUTH SERVICES DEPARTMENT, EFFECTIVE
DECEMBER 13, 2001.

The motion passed unanimously.

INVOICE NO. 0055614 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR
\$22,470.90 DATED DECEMBER 12, 2001

After brief discussion of the \$15. charge for 'November Parking Stickers' on the
O'Donnell, Wicklund, Pigozzi & Peterson invoice, the following motion was made by Mr.

Witry, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES DEFER PAYMENT OF INVOICE
NO. 0055614 FROM O'DONNELL WICKLUND PIGOZZI &
PETERSON FOR \$22,470.90 DATED DECEMBER 12, 2001.

The roll was called. Mrs. Hunter—yes; Mr. Witry—yes; Mrs. Rich—yes; Dr.

Wozniak—no; Mrs. Weiner—no; Mr. Graham—yes. The motion passed.

INVOICE NO. 11452 FROM FRED BERGLUND & SONS, INC. FOR \$52,648.27 DATED
DECEMBER 28, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES APPROVE PAYMENT OF INVOICE
NO. 11452 FROM FRED BERGLUND & SONS, INC. FOR
\$52,648.27 DATED DECEMBER 28, 2001.

After a roll call vote, the motion passed unanimously.

LETTER TO CAROLYN ANTHONY FROM JACK R. LESNIAK, AIA, DIRECTOR,
CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI &
PETERSON RE ACP NO. 4 DATED JANUARY 7, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER
CORPORATION FOR \$16,818.30 DATED DECEMBER 28, 2001

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY
INCORPORATED FOR \$135,319.00 DATED DECEMBER 17, 2001

APPLICATION AND CERTIFICATE FOR PAYMENT FROM G.E. RIDDIFORD CO.
FOR \$94,968.00 DATED JANUARY 2, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS &
METAL, INC. FOR \$16,184.00 DATED DECEMBER 19, 2001

APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR
\$46,530.00 DATED DECEMBER 27, 2001

PAY REQUEST NO. 4 FROM MONACO MECHANICAL INC. FOR \$199,354.50
DATED DECEMBER 28, 2001

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL
ELECTRICAL SOLUTIONS OF IL LLC FOR \$120,472.20 DATED DECEMBER 14,
2001

The letter from Mr. Lesniak was noted.

The following motion was made by Mr. Witry, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

CROUCH-WALKER CORP.	\$16,818.30
CAMOSY INCORPORATED	\$135,319.00
GE RIDDIFORD CO	\$94,968.00
ALLIANCE GLASS & METAL	\$16,184.00
F J KERRIGAN PLUMBING CO	\$46,530.00
MONACO MECHANICAL INC	\$199,354.50
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC	\$120,472.20

The roll was called. The motion passed unanimously.

DIRECTOR'S REPORT

Usage—Circulation in December was nearly 100,000, up 22% over last December.

Undoubtedly, a good portion of the increase can be attributed to the very snowy weather last December. Nevertheless, it is great to see that the increase in book circulation is nearly as large as that in AV. In Youth Services, the greatest increase was in the circulation of

books. The gate count was up by more than one third. Sixty-one people used electronic resources remotely from their home or office in December, logging 10,477 requests.

Staff Day—Staff evaluation of Staff Day in December was overwhelmingly positive. Barbara Rinella gave an entertaining presentation about a number of books, stimulating everyone to read some of the titles presented. Staff appreciated the construction update and enjoyed talking about confidentiality issues with Library Counsel Heidi Katz. Thank you to the Board for making this day of learning and fellowship possible each year.

Village Board Meeting—The Village Board will hold a meeting about the siting of the proposed new Holocaust Museum in Skokie on Tuesday, January 22. The meeting will be in the Petty Auditorium with overflow in the Mary Radmacher Meeting Room and the Auditorium lobby. The Village will take care of setting up monitors for those outside the Petty and will have policemen on site for crowd control. Library Board members may reserve a seat if they let Tracy Shields-O'Reilly, Manager, Public Information and Programs, know in advance that they will attend.

Library Levy—The Library's 2001 levy was approved by the Village Board in December. It was introduced along with the Village levy December 3 and approved December 17. There were no questions or comments from the public about the Library's levy although it includes a substantial increase for payment on the building debt.

New Technologies—We are continuing to explore new technologies for possible application at the Library where service enhancement or opportunity for more effective or efficient operations appears possible. In December, we met with some vendors about Voice Over IP, a new technology for telephone operations. We do not plan to rush into this system at the present time, but we do want to be sure that our new construction will give us

the flexibility to adopt such a system in the future. It appears that our cabling plans would permit such a conversion.

Mrs. Anthony reported that District 219, the Park District and Skokie School District 68 all use this technology.

Midwinter—Four staff members and Mrs. Anthony will attend the Midwinter meeting of the American Library Association in New Orleans January 18-22. Mrs. Anthony is chairing an awards committee for the Urban Libraries Council, serving on the ULC Capacity Building Strategy Group and continuing with the ALA Task Force on External Accreditation.

Donated Art Work—We have received a donation of a framed, hand-colored serigraph by Peter Max entitled “Semi-Nude with Zooples #5.” An inquiry to petermax.com elicited the information that “zooples” is a term coined by the artist for miscellaneous small shapes which appear in a number of his works. The donor, Jay Levey, grew up in Skokie and continues to use the Library.

Reciprocal Borrowing—Mrs. Anthony has been invited to a meeting next Monday with Sarah Long and Mary Dempsey regarding reciprocal borrowing. There is strong interest in encouraging some level of reciprocal borrowing, however limited. Interestingly, this comes at a time when the System Board is reviewing a decision by the Vernon Area Public Library to limit reciprocal borrowing of print to other NSLS libraries and to temporarily suspend reciprocal borrowing of any audio-visual material as a developing, new collection. Vernon Area has had the highest net loans in reciprocal borrowing for several years.

Discussion followed regarding reciprocal borrowing. Mrs. Hunter stated we used to be paid for imbalances. Mrs. Anthony said that our circulation from reciprocal borrowing within NSLS is 12% of total circulation. Although we don't loan to Chicago, Chicago residents do come to our programs, use our computers and our reference services. Mr. Graham said one significant factor is that we can't facilitate parking and open it up to additional traffic problems at the present time. Mrs. Anthony will report back to the Board on her meeting.

TECHNOLOGY PLAN

This multi-year Technology Plan has been done for E-rate purposes. A three year-plan, approved by our system and then forwarded to the State, is a Federal mandate. Our regular Technology Plan would continue to be revised annually.

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

Motion: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES APPROVE THE SKOKIE PUBLIC
LIBRARY TECHNOLOGY PLAN 2001-2004 AS
PRESENTED.

The motion was approved unanimously.

LIBRARY CABLE NETWORK CHANNEL 24

The January Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The 2000-2001 Report re Skokie Public Library Statistics from North Suburban Library System was noted.

COMMENTS FROM TRUSTEES

Mrs. Weiner would like the Gifts listed on the Agenda to list for what purposes they are intended.

Mrs. Hunter informed the Board that she met with Steve from Josie's (an antique store in Wilmette) and he will contact Mrs. Anthony regarding the MR chairs.

Mrs. Hunter attended the Young Steinway Alumni Concert on Sunday and said that John Hammond and Dave Melahn who worked security did an excellent job as there was an overflow crowd. Kudos also to staff members Tracy Shields-O'Reilly and Abbey Darr who coordinated the event.

Mr. Witry informed the Board that the Village Board has approved the five million dollar construction project of North Shore Community Bank. He also had a request from the northeast side of Skokie for a bookmobile stop which he has passed along to staff.

ADJOURNMENT

The meeting adjourned at 9:26 p.m.



Eva Weiner, Secretary