

October 29, 2019

Minutes of the special meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Tuesday, October 29, 2019.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:31 pm

Members present: Mark Prosperi, President; Eugene Griffin, Vice President; Karen Parrilli, Secretary; Susan Greer; Jonathan H. Maks, MD; and Richard Kong, Director.

Member absent: Mira Barbir

Staff present: Blythe Trilling, Finance Manager; Laura McGrath, Deputy Director

Observers present: Samuel Cavnar of Robbins Schwartz; Josh Campanelli of Shales McNutt Construction

COMMENTS FROM OBSERVERS

There were no comments from the observers.

APPROVAL OF AWARD OF BIDS FOR 2020 LIBRARY RENOVATION PROJECT

On October 18, 2019, the library and construction manager Shales McNutt Construction (SMC) held a public bid opening of construction bids for the 2020 Library Renovation. Contractors were invited to bid on a number of distinct bid packages (e.g., demolition, general trades, millwork, flooring, HVAC, electrical) and alternates.

After reviewing the scope of work for each bid package and the alternates with the low bidders, SMC prepared recommendations for the Board to consider. Mr. Campanelli was present at the Board meeting and provided a summary of the bids to the Board.

Mrs. Parrilli asked if the construction contingency contained the \$175,000 for the allowances. Mr. Campanelli said it does not. Mr. Campanelli said he did not foresee exhausting all of the construction contingency budget. Mr. Prosperi asked a question about which packages had not yet been bid out. Mr. Kong explained that the furniture package is being put together and is scheduled to go out to bid on November 7 and close on November 26. There will be a recommendation for the Board at the December meeting. The shelving line that the library is selecting is sold by Library Furniture International (LFI), and the library is working on securing a proposal for all of the new shelving using TIPS pricing. TIPS is a national purchasing cooperative that offers access to competitively procured purchasing contracts to its membership. The hope is to have the shelving proposal ready for Board consideration at the November meeting. The moving services bid package is currently out and will be closing on November 5, so a proposal will likely be presented to the Board in November. The signage is not ready to go out to bid yet at this point.

Mr. Griffin asked about the additional costs that Mr. Kong expects to cover with capital operating funds, reserve funds, and other potential sources. Mr. Kong summarized the expenses that are expected.

Mr. Kong complimented SMC on their ability to be so close with the numbers. Mrs. Parrilli asked if all of the companies were local. Mr. Campanelli said that none of the companies are from out of state and they are all companies SMC has worked with before.

Mr. Kong explained that many of the alternates were able to be absorbed into the project. For the others that were not selected, the bid numbers will be helpful in the future for budgeting purposes.

SMC recommended the low bidders for every bid package with the exception of the low bid for Fire Protection. The lowest bidder made an error on their bid that they could not absorb, and therefore SMC recommended taking the second lowest bid. Part of the action in approving the bids as presented was to allow the lowest bidder to withdraw their bid due to this error.

Mr. Kong recommended that the Board approve the award of the recommended bids and alternates for the 2020 Skokie Public Library Renovation Project in the amount of \$11,527,538.00 as presented by Shales McNutt Construction.

A motion was made by Mr. Griffin, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AWARD OF THE RECOMMENDED BIDS AND ALTERNATES FOR THE 2020 SKOKIE PUBLIC LIBRARY RENOVATION PROJECT IN THE AMOUNT OF \$11,527,538.00 AS PRESENTED BY SHALES MCNUTT CONSTRUCTION.

A roll call vote was taken and the motion passed unanimously. There were 5 ayes and 0 nays.

Mr. Cavnar explained that with this approval, all of the contractors now become subcontractors of Shales McNutt.

Ms. Trilling, Messrs. Cavnar and Campanelli left the meeting at 7:06 pm.

#### COMMENTS FROM TRUSTEES

There were no comments from the Trustees.

#### CLOSED SESSION

At 7:06 pm a motion was made by Dr. Maks, seconded by Mrs. Parrilli to go in to closed session pursuant to 5ILCS 120/2(c)3 of the Open Meetings Act (To consider selection of a person to fill

a vacancy in a public office). The motion was approved unanimously. The vote was 5 ayes and 0 nays. The motion passed.

#### ADJOURNMENT

At 8:29 pm a motion was made by Mr. Griffin seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously. The vote was 5 ayes and 0 nays.

#### OPEN SESSION

#### ADJOURNMENT

At 8:30 pm a motion was made by Mrs. Parrilli seconded by Mr. Griffin to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary