

October 22, 1980

Minutes of the special meeting of the Skokie Public Library held Wednesday, October 22, 1980.

Mrs. Diana Hunter, Vice President, chaired the meeting in the absence of Rabbi Karl Weiner, President. Mrs. Hunter noted a quorum was present.

CALL TO ORDER

Mrs. Diana Hunter, Vice President, called the meeting to order at 4:00 p.m.

Members present: Mrs. Diana Hunter, Vice President; Dr. John Wozniak, Secretary; Mr. Walter Flintrup; Mr. Richard Lindberg; Mrs. Shirley Merrit; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Member absent: Rabbi Karl Weiner, President

Mrs. Hunter said this special meeting was being held for the purpose of discussing the plans presented by Business Interiors for the renovation of the former Technical Services area.

The Trustees then took a tour of the area, and dicussed the options. The following motion was made by Mr. Flintrup, seconded by Mrs. Hunter:

MOTION: That the glass doors on the west wall of the former Technical Services area be removed and glass put in so that it is the same as the rest of the wall, eliminating this as an exit.

The motion passed unanimously.

Mr. Lindberg said he would like to see the door area on the east side of the Lecture Room widened to allow for freer access to the facility and space. He put this in the form of a motion which was seconded by Mr. Flintrup. The roll was called and the motion passed unanimously.

Miss Radmacher said the staff is in agreement that all the non-fiction books should be in one numerical sequence and that the periodical indices table be close to the periodicals.

After discussion the trustees adopted the second sketch which removes the west wall only of the auditorium, keeping the conference rooms in place on the east side. This plan gives the most flexibility and is within the cost range that is within the Library's budget. Mr. Flintrup made the following motion, seconded by Mrs. Zatz:

MOTION: The Board of Trustees of the Skokie Public Library adopt Plan #2 which calls for the removal of the west wall only of the lecture hall with slight changes in the door area.

The roll was called and the motion passed unanimously.

The Board expressed concern for Library employees parking since they are now required to park on the west side of the building. It was decided Miss Radmacher will ask staff for recommendations to make it as convenient as possible.

The meeting recessed for dinner and resumed at 6:50 p.m. with the arrival of Mr. Robert Warner and Miss Marj Dennis of Business Interiors.

Mr. Warner brought in revised sketches of plans #2 and #3 and explained the revisions. In plan #2 the door area has been shown as had been suggested by Mr. Lindberg.

Mr. Warner told the Trustees that Business Interiors would like to be the design and architectural consultants for the project, and would also bid on the project. He would bid on the carpentry part of the project but not on electrical, ventilation, etc.

Mr. Warner explained that as the design and architectural consultants they would have the responsibility of what they call construction managers - supervising and overseeing everything, including approving payments to contractors. The charge would be either on an hourly basis or a flat fee as the constructions managers. He outlined their responsibilities in this category to include the following:

- Prepare bid package
- Qualify bidders
- Get all permits
- Coordinate on-site work
- Take care of on-site problems
- Approve all progress payments
- Get appropriate liens, etc.
- Watch scheduling of work as required
- Make up working drawings and construction specifications

Mrs. Hunter asked Mr. Warner to send us a formal proposal outlining what they intend to do and their cost arrangements as soon as possible so that the Trustees can discuss the proposal at the next meeting, Wednesday, November 12, 1980 and formalize the proposal in the form of a motion at that time.

When asked about the carpeting Miss Dennis responded and said that they would have to inspect it before they would know if it is usable. She suggested that the carpeting be tested by an independent testing laboratory.

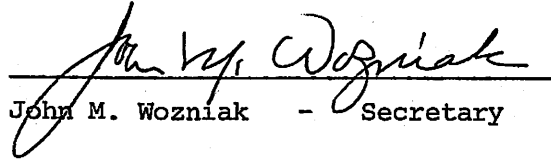
Dr. Wozniak then made the following motion, seconded by Mrs. Zatz:

MOTION: The Board of Trustees authorizes Business Interiors to get a roll of carpeting in storage at Slater & Company, evaluate the carpeting and then have the carpeting tested by an independent testing service.

The roll was called and the motion passed unanimously. Miss Radmacher will give Mr. Warner a letter authorizing him to do the testing.

Dr. Wozniak raised the question regarding the need for additional sensing points for Johnson Controls monitoring. Mr. Warner said that Johnson Controls will probably have to be called in.

The meeting adjourned at 7:50 p.m.


John M. Wozniak - Secretary