

## **RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Meeting Minutes: Special Board Meeting: August 1, 2025 at 3:00 PM**

**Call to Order:** At 3:07 pm, President Delano called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Scott Delano, Lindsay McIntyre, Kathleen O'Neill, and Nathan Root. Ann Berens and Elan Long joined the meeting by telephone as non-voting participants. Simon Saddleton was absent.
- Also Present: Emily Compton (RFPL Director), Shannon Duffy (RFPL Operations Manager).

**Visitors and Guests:** none

### **Renovation Project (Community Room, Bathroom, Children's Office Space)**

#### **a. Engberg Anderson bid award recommendation**

Director Compton discussed with the library's attorney the process of accepting and rejecting bids. The library's attorney clarified that she may check references for bidders and that the library would need to document reasons for rejecting a bid.

Director Compton and Shaun Kelly (Engberg Anderson) met with two contractors from Midwest Services and Development (MSD) who would be responsible for delivering the project. The contractors answered questions and had a good rapport with Mr. Kelly. MSD explained that their bid is lower than others because they self-perform much of the work, including electric work, which saves on overhead and profit cost. They emphasized that they would try to do the noisiest parts of construction while the building is closed to the public and they'll work with the library to schedule around events. They stressed that safety is important to them. All work will happen behind a partition wall, and all tools will stay behind the wall as well. Director Compton stated that the contractors were respectful and nothing in the meeting gave her pause.

Trustee McIntyre moved to accept Midwest Services and Development's bid in the amount of \$269,000, with the clearstory windows alternate for \$7,000 and an owner's contingency of \$27,000. Trustee O'Neill seconded the motion which passed on a roll call vote.

Roll call vote:

Ayes: Delano, McIntyre, O'Neill, Root

Director Compton reported on her meeting with Dan Ellianardo who works as an owner's representative on public construction projects. If contracted, Mr.

Ellianardo would act as RFPL's project manager, visiting the construction site 2-3 times a week; communicating with MSD, Director Compton, and Mr. Kelly, and providing updates on the project at RFPL board meetings. He will send Director Compton a proposal so that the Library can evaluate the cost and benefits of his services.

**b. Engberg Anderson furniture proposal recommendation**

Mr. Kelly recommended that the library move forward with the Henricksen furniture proposal and establish a 5% contingency fund.

Trustee McIntyre moved to accept Henricksen's package 1 proposal in the amount of \$22,999.63 and to establish a contingency fund of 5% for the project. The motion was seconded by Trustee O'Neill and passed on a roll call vote

Roll call vote:

Ayes: McIntyre, O'Neill, Root, Delano

**Adjournment**

The meeting was adjourned at 3:38pm following a motion by Trustee Root which was seconded by Trustee Berens. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary