

Meeting Minutes: Regular Board Meeting: May 21, 2019

Call to Order: At 7:51 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees present: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager)

Visitors and Guests:

- Andy Dogan, Williams Architects

Consent Agenda:

- a. Minutes of the Regular Board Meeting: April 16, 2019
- b. April 2019 Warrants
- c. April 2019 Revenue and Expense reports
- d. April 30, 2019 Balance Sheet

Trustee Hill made a motion to approve items a.-d. on the Consent Agenda. Trustee Hopkinson seconded the motion and questions were taken.

Trustee Long asked why the professional development budget line (budgeted at \$10,000) was not fully expended. Director Quinn answered that the budget included expenses for a full time staff member to travel to a professional conference and the staff member elected not to travel due to personal reasons.

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

Director's Report

- Director Quinn reported that staff participated in active shooter and dementia training in April and May 2019. Director Quinn thanked RFPL Assistant Materials Services Manager, Victoria Muraiti, for recommending Michelle Dennis and Jill Osmond-Groell of the Hedgeberg Public Library in Janesville, WI who administered our training. Officer Ben Ransom of the VRF Police Department was also present for the training. In May, Adult Programming Librarian, Meghan O'Keefe, coordinated with Right at Home, a senior home care service company, to administer a hands-on dementia awareness and sensitivity training experience. Both training sessions were well received by staff.
- A new Adult/Teen Services Associate was hired in early May. Brittany Burns is a welcome addition to our team. Mary Kay Stiff, Adult Services Manager, is hoping to have a second Adult/Teen Services Associate hired by the end of May. Joanna Bertucci, Materials and Business Services Manager, interviewed candidates for a summer position in the Material's Services Department and is hoping to have a new staff member in place the first week of June.

- Director Quinn and Ms. Bertucci will be attending a program on 5/31 presented by HR Source (formerly the Management Association of Illinois) on the minimum wage increase law recently passed in Illinois. The session will address how libraries are planning for this increase.
- Director Quinn obtained a report from Chuck Crowley of C.E. Crowley & Associates, Inc. on the condition of the library's roofing systems. Director Quinn will share the full report with the Facilities Committee at their next meeting.

President's Report

- RFPL will be hosting a Trustee Training session on Saturday, August 10th. A staff member from RAILS will be presenting on the roles and responsibilities of Library Trustees. All RFPL Trustees are encouraged to attend. Details regarding sign up will be forth coming.

New Business

- Facility Committee
 - No report.
- Finance Committee
 - No report.
- Policy Committee
 - A policy committee meeting will be scheduled for June 2019 to begin review of staff policies
- VRF Collaboration Committee Liaison
 - No report.
- RFPL Foundation Liaison
 - No report.
- Circulation Area Renovation Project:

- President Smedinghoff introduced the issue by giving a recap of the bidding for the circulation area renovation project to date, as follows:

After the Board rejected the low base bid of \$338,000 in February, the architect reconfigured the project in an effort to reduce the cost. The result was a configuration he estimated in March would result in a base bid of \$268,900 – i.e., approximately \$69,000 below the original low bid. Accordingly, the Board authorized a second round of bidding for the project in March. In the second round of bidding the base bid by the low bidder (determined by looking at the total package including the alternates) was \$292,000 – i.e., approximately \$23,000 above the architect's estimate, but still \$46,000 below the bid previously rejected by the Board. When that base bid is combined with the two preferred

alternates (\$8,000 for the soffit above circulation desk and art glass windows) as well as the two alternates for the children's room project which will be paid by the Foundation (\$23,500 for carpet and painting), the total contact price for the low bidder comes to \$323,500. This amount does not include the other two alternate bids (for remodeling the two bathrooms) due to the \$16,000 cost and the fact that this part of the project could be done separately and at a lower cost (see below).

President Smedinghoff noted that he, the Director, and the architect were all recommending that the Board award the contract on that basis. President Smedinghoff also pointed out that the proposed bid award of \$323,500 includes a \$15,000 construction contingency. Additionally, he noted that Mr. Dogan of Williams Architects recommends that the Board allocate and approve an additional \$15,000 owner's contingency. He pointed out that if not otherwise needed, a portion of that amount could be used to pay the cost of remodeling the two bathrooms, as the Director had already spoken with one local contractor who indicated he could do the two bathrooms for under \$10,000.

- Mr. Dogan noted that for the base bid there were 3 low bidders within \$2,000 of each other. He confirmed that, after discussion and the selection of alternates with RFPL administration, he is recommending that the RFPL Board accept J.A. Watts as the low bidder at \$323,500, which includes the base construction bid and alternates #3 (drywall soffit in lobby ceiling), #4 (art glass windows), #6 (Children's Room carpet replacements) and #7 (Children's Room wall painting).
- Mr. Dogan acknowledged that the lowest bid was roughly \$20,000 over his March estimate. He attributed the reduction in anticipated savings to the low number of electrical contractors giving estimates to general contractors and the general contractors' consequent need to include an estimate for the electrical work that anticipated the possible impact of potential tariffs on the steel industry. .
- Mr. Dogan also reported that J.A. Watts received an excellent reference from the Berwyn Park District. If the Board accepts their bid, construction would start September 10th and RFPL could expect substantial completion by November 15th.
- Trustee Calabrese-Berry moved to award the construction contract to low bidder J.A. Watts for the Base Bid plus alternates #3, 4, 6 and 7 for a total amount of \$323,500, and to allocate and approve an additional Owners Construction contingency not to exceed \$15,000. Trustee Hill seconded and Trustees discussed.
 - Trustee Bevan stated that she was uncomfortable with the project's cost. She estimated that with all of the other costs involved (including those already paid in the prior fiscal year) the total cost for the project will be close to \$400,000. Thus, she felt that completing the project at the currently bid price point, coupled with additional capital expenditures for other items that may be required over the next several years, would run

the risk of depleting the Library's capital reserve fund and spending down some of its mid-term operations reserve. In the event of a financial crisis, Trustee Bevan felt that the library could be at risk.

- Trustee Calabrese-Berry was comfortable with the amount of the bid, and felt strongly that the Board should approve the project, noting that the Board has been working on this project for nearly 10 years. Trustee Calabrese-Berry felt that the staff sorely needed an improved workspace and that the new model for the circulation desk will promote better staff and patron engagement.
- Trustee Stierwalt queried Mr. Dogan about the exact estimates for the electrical sub-contractor. Mr. Dogan explained that the bids are not that specific as to be able to identify which parts of the project might be driving a higher bid price.
- President Smedinghoff asked Mr. Dogan why the estimated furniture budget increased from \$25,000 to \$32,000. Mr. Dogan explained that the furniture would be bid as a separate project and increased costs were a result of transferring items from the construction bid to the furniture bid. Mr. Dogan said his team would look at alternates for furniture selection in hopes of achieving some cost savings for the library.
- Trustee Long felt that the library needed to spend down its reserves and that the lobby/circulation project is something that needs to be done.
- Trustee Bevan expressed a desire to look at goals for the building in the future and make decisions from a point of knowledge. Trustee Bevan also expressed the view that capital projects categorized as Imperative and Essential should be funded by taxpayer dollars, and that any capital projects the RFPL Foundation considers funding should be limited to those that are categorized as Desirable.
- President Smedinghoff acknowledged that there was a motion on the table and asked for a roll call vote:
 - Ayes: Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, Stierwalt
 - Nays: Bevan
- Mr. Dogan explained that next steps include notifying J.A. Watts of the bid award and signing the contract. All other bidders would be notified of the result. Mr. Dogan noted that the Library's attorney had previously reviewed the contract and it was part of the bid packet available to all interested parties. A pre-construction meeting will be scheduled with RFPL, Williams and J.A. Watts.

Adjournment

- At 9:26 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Long seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,

Alice Calabrese-Berry
Secretary

