

Meeting Minutes: Special Board Meeting: August 26, 2019

Call to Order: At 7:30 pm President Smedinghoff called the Special meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

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

Visitors and Guests

- None

New Business

- A. Vote on proposal from lowest responsible bidder, Henricksen for the furniture bid package for the Circulation/ Administration area in the amount of \$28,393.31.
 - Trustees discussed the furniture bid package award. Trustee Hopkinson moved to approve Hendricken's bid package for \$28,393.31. Trustee Smedinghoff seconded and a roll call vote was taken:
 - Ayes: Bevan, Hill, Hopkinson, Long, Smedinghoff and Stierwalt
 - Excused: Calabrese-Berry
- B. Vote on proposal from lowest, responsible bidder for the 2019 Roofing Work project.
 - Trustees spoke with roofing consultant, Chuck Crowley, on the phone regarding the roofing work project.
 - Mr. Crowley explained that the lowest responsible bidder for the roof work project was Mortensen Roofing in the amount of \$62,000. The second bid was from CSR in the amount of \$75,000.
 - Mr. Crowley further explained that an alternate, a ridge venting system, was added to the bid. Mortensen bid the alternate at \$6,000 and CSR bid the alternate at \$9,500. Mr. Crowley would like additional time to investigate the attic space to determine if the alternate ridge venting system is required.
 - Mr. Crowley will begin investigating the library skylight once the project is underway.
 - Trustee Hill moved to approve Mortensen's bid at \$62,000 for the roofing project. Trustee Stierwalt seconded and a roll call vote was taken:
 - Ayes: Bevan, Hill, Hopkinson, Long, Smedinghoff and Stierwalt
 - Excused: Calabrese-Berry
- C. Trustee Training Recap

- Trustee Stierwalt shared information from the Trustee Training Session on August 10, 2019. The session was hosted by RAILS and featured Nancy Sylvester, a Professional Registered Parliamentarian. Ms. Sylvester presented on *Robert's Rules of Order* and discussed Board responsibilities with respect to libraries. Trustee Stierwalt is happy to share her meeting notes with any interested Trustees.

Adjournment

- At 8:10 pm Trustee Long moved to adjourn the Special Meeting. Trustee Bevan seconded. The motion passed unanimously and the meeting was adjourned.

Respectfully Submitted,
Deborah Hill
Vice President