

Minutes of the Special Meeting of the Board of Library Trustees of the Orland Park Public Library held September 10, 2018

The meeting was officially called to order by Personnel Committee Chair and Treasurer Jennings at 7:00 p.m.

Call To Order

Members of Committee present: Christian Barcelona, Nancy Healy, Diane Jennings, Joanna Leafblad, Charles McShane

Roll Call

Members of Board present: Elan Kleis, Dan McMillan (7:09)

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator

Floyd Anderson, Architect from Wight and Co.
Michael C Barnes, Independent Architect
Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

Presentation of the revision to the Master Plan Project Contract by michael c barnes architect, LLC and Wight & Co– For Discussion

New Business

Director Weimar introduced architects Floyd Anderson of Wight & Company and Michael C. Barnes. She stated the library would like to proceed with the Master Plan. Architects Anderson and Barnes stated they have come to an agreement to work together to complete the Master Plan project, with Barnes being hired as an independent consultant. Mr. Anderson referred the trustees to a handout that outlines the scope of services both he and Mr. Barnes will be working on to complete the Master Planning. Architect Barnes would be the lead architect on 6 of the 10 services to be performed. He stated that he would in fact have more hands on work with the library's renovation project working as an independent consultant. No reimbursable charges will be expensed for him now either as a result. An early November timeline has tentatively been set for the completion of the Master Plan/Conceptual Design. Trustee McMillan asked if both architects' names will be on the design. Architect Anderson said that both names would be included, however, the lead designer will be Barnes. The current contract with Wight & Company will be amended to show the changes within the scope of the project, and Architect Barnes will have a contract drawn indicating he will work as an independent contractor and lead design architect on the project. Director Weimar mentioned the operating budget draft will be ready for the board to review at the October meeting. She stated that the budget needs to be passed no later than the November meeting. After October's meeting Director Weimar and Finance Manager Kimmey will decide what needs to be allocated from savings for the renovation.

Director Weimar stated that she has enjoyed working with Architects Barnes and Anderson in the past during the construction of the current library and she is looking forward to moving forward with the Master Plan.

Approval to revise the Master Plan Project and Contract with Wight and Co. and authorize the Library Director to sign the revised Master Plan Project and revised contract after review and approval by the Library's attorney and to approve a contract with michael c barnes, architect, LLC in the amount of \$23,900, and authorize the Library Director to sign the contract after review and approval by the Library's attorney – For Action

Treasurer Jennings motioned to approve the revision of the Master Plan Project and Contract with Wight and Co. and authorize the Library Director to sign the revised Master Plan Project and revised contract after review and approval by the Library's attorney and to approve a contract with michael c barnes, architect, LLC in the amount of \$23,900 and authorize the Library Director to sign the contract after review and approval by the Library's attorney. Vice President Leafblad seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Approval or rejection of the bids for the Roofing Improvement Project and final action on the contract, if any, and authorize the Library Director to sign the contract after review and approval by the Library's attorney – For Action

Trustee Healy motioned to approve or reject the bids on the Roofing Improvement Project and final action on the contract, if any, and authorize the Library Director to sign the contract after review and approval by the Library's attorney. Treasurer Jennings seconded.

Discussion followed with reference to the bid sheet showing four bids proposals submitted from local roofing companies. Trustee McMillan asked about the large variance in total amount from the different companies. Architect Anderson spoke on behalf of fellow Architect Mark Nelson from Wight & Company who was unable to attend the meeting. Architect Anderson mentioned a bid from one of the companies was incomplete, which made it much lower than the others and ineligible to be chosen. The remaining three companies were close in price, however, since one was lower than the other two, Attorney Walsh stated the board is obligated to take the lowest responsible bidder. Thus, the choice is to either reject all of the bids or to take the lowest responsible one. Architect Anderson pointed out that the lowest bidder's price per square foot was lower than their in-house estimate. He also inquired of the companies to see if material costs would be decreasing in the near future. He stated that the pricing that was included in the bids if good for the current market. Treasurer Jennings said that the cost of materials will not be less expensive in the future, and that there will be a bump in the prevailing wage cost. Four alternate bids were provided in 3 of the 4 bid proposals which covered the proposed cost of an extended warranty of the new roof, as well as repairing an additional 7% of the roof which is located on the north end of the building. Director Weimar mentioned that the library allocated \$250,000 in the current FY 2018 budget for the roof project based on an estimate given by the current company that maintains the roof. Finance Manager Kimmey stated the current operating budget was under budget by a significant amount on several line items and the library has the necessary funds to cover the added expense of the roofing improvement project. He stated that the Building Maintenance budget could cover the expense. Director Weimar explained that the library can apply for a Live and Learn Grant from the Illinois State Library that could be used to pay for the remaining portion of the roofing project that may be done earlier than the 2023 date projected in the Capital Needs Assessment. Attorney Walsh stated that special reserve funds can be used to pay for the additional costs of the project. Vice President Leafblad said if the library has the funds and the north end of the roof is showing a need for repair, then it should be included in the current project. The estimated days for completion for the project is 90 days and if approved the contract would need to be reviewed by Attorney Walsh before it was signed.

Vice President Leafblad motioned to find Anthony Roofing Tecta America LLC as the lowest responsible bidder in the amount of \$450,774 and authorize the Library Director to sign the contract with Anthony after the review and approval by the Library Attorney. President Barcelona seconded.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

None.

Announcements

Trustee Healy motioned to adjourn the meeting and it was seconded by Vice President Leafblad.

Adjournment

The meeting was adjourned at 8:40 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson