

Minutes of the Special Meeting of the Board of Library Trustees of the Orland Park Public Library held October 29, 2019

The meeting was officially called to order by Joanna Leafblad, President at 7:04 p m.

Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

Roll Call

Members absent: Elan Kleis, Trustee

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

Lisa Schmidt, Architect, Wight & Co.

Introduction of Visitors

None.

Public Comment

Approve the Orland Park Public Library Renovation project GMAX of \$3,377,764 – For Action

Unfinished Business

Secretary McShane motioned to approve the Orland Park Public Library Renovation project GMAX of \$3,377,764. Vice President Barcelona seconded.

Treasurer McMillan asked Architect Schmidt to share an example of what may cause overage of the GMAX. Schmidt stated that unforeseen conditions would be the most likely cause to have to go over the GMAX amount and an example of that could be the Nature Center site conditions. She also noted that having the original architects of the building now involved in its renovation is very good since they are the most familiar with it. Schmidt stated the library's project is considered a simple renovation and she does not foresee major issues. Any additions or things outside of the scope would be situations where the contingency allocation would be used. McMillan asked if a change of glass was determined to be needed, for example, who would sign off on it. Schmidt said a special Building Committee meeting should be held for that type of decision. Director Weimar agreed that any building construction decisions would require a Building Committee meeting, however, furniture decisions will be made without a special meeting. Weimar also mentioned that having a quorum of the Building Committee at meetings will be important so the project does not get delayed. Trustee Healy asked about tariffs. Schmidt said the GMAX does not absorb tariff up-costs, and prices are set and valid for a certain amount of time. Schmidt said all of the current bids are based on current conditions and rates may increase or decrease in the future. Healy pointed out Wight's recommended FF&E dealer, Henrickson, included tariff surcharges in their price. Schmidt said the orders for lighting and furniture will be placed as soon as possible to avoid cost increases due to tariffs. McMillan asked about waivers of lien responsibility. President Leafblad said the project coordinator handles the waivers of liens. Finance Manager Kimmy asked how soon they should be paid. Schmidt said payments should be made on a monthly basis and she will provide a payment schedule. Trustee Healy wanted to review where the original GMAX price started. McMillan stated the original amount was \$3,000,000 and Kimmey stated it is now \$3,377,764. Architect Schmidt noted that design modification helped get the GMAX to the desired figure. She also mentioned lighting and millwork are the more expensive items of the project. Healy wanted to make sure the Administration office wing was going to be included in the

renovation. Weimar stated doing that work separately in the future would cost more, thus doing it all together now is the best decision. She noted that since the expenses for furniture was now coming out of the operating budget, some funds may be available for use. Kimmey asked if any of the six alternates mentioned at the bottom of the Wight GMAX Summary spreadsheet should be included. After discussion it was decided that alternates would not be chosen since there will not be enough savings/benefits for the proposed alternative work. Schmidt stated the permits from the Village of Orland Park will be obtained once the GMAX is approved. McMillan asked if the library would receive any discounts on the cost of the permits. Weimar stated no fees would be incurred for permits since the library is a non-profit governmental organization.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approve Henricksen as Furniture Dealer for the Orland Park Public Library Renovation project up to a maximum of \$250,354.46 – For Action

Secretary McShane motioned to approve Henricksen as Furniture Dealer for the Orland Park Public Library Renovation project up to a maximum of \$250,354.46. Trustee Lindbloom seconded.

Treasurer McMillan stated this amount encompasses all of the necessary furniture related to the renovation. Trustee Healy asked if Henricksen had all categories and types of furniture that would be needed. Director Weimar stated Henricksen does have all the categories and plenty of choices to select from within each of them. She also stated the library has plenty of storage space for the furniture including the receiving room, basement and heated garage. McMillan asked about the target completion date. Architect Schmidt said they would like to have the renovation be completed by November 2020. Kimmey asked when construction would start. Schmidt said construction would likely be starting January 2020. She stressed that any work that would especially affect patrons' normal routine, for example flooring, would be done before regular opening time.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Review and Approval of the 2020 Budget and Levy – For Action

Vice President Barcelona motioned to approve the 2020 Budget and Levy at a 4% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.” Trustee Lindbloom seconded.

Director Weimar stated the levy was not increased in order to pay for the renovation project and that operational budget funds will be used to pay for audiovisual equipment, computer monitors and cable pulls. Assistant Director Adamowski stated the second-half of the roof repairs are not scheduled to be done until 2023 according to the Capital Needs Assessment, however, the roofing project may be done soon after the completion of the renovation. She mentioned there were no leaks reported during the heavy rain that occurred over the last weekend. Trustee Lindbloom asked if it was normal to have had Anthony Roofing called out to fix the leaks that were reported right after the work was completed. Adamowski said caulking was one of the issues and Weimar mentioned the roof is a membrane design which makes its material more susceptible to tears or holes caused by sharp objects. Treasurer McMillan asked about the Other Sources column on the Budget, Levy, Appropriation FY2020 spreadsheet. Finance Manager Kimmey said other revenue will be used to fund various budget line items in the Other Sources category consisting of Audio Visual Equipment, Building Maintenance, Library Consultant and Library Furniture. Trustee Healy asked why the Outreach Services budget was reduced so much. This was due to the new van that was purchased in FY2019. Trustee Lindbloom

asked about the four different Automation budget line items. Weimar stated the Automation Equipment line encompasses the cost of computer and hardware parts. The Automation Line Costs is earmarked for internet fees, while the Automation Consultant line is designated for the library's consultant CTC. Automation Maintenance line includes fees for software licenses: Polaris, Deep Freeze software, payment solutions provider TBS and internet filters for the Youth and Teen departments. Secretary McShane asked if the licenses have Evergreen clauses. Director Weimar stated the library tries to avoid contracts that include auto renewals.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The renovation kick-off day for patrons will be held 11/13/19. Information regarding the renovation will be available along with refreshments. Treasurer McMillan asked when the volunteer luncheon is. Director Weimar stated it will be held in Room 104 on 10/30/19. McMillan invited everyone to the Recreational Advisory Board Christmas Party at Gatto's in Orland Park on 12/3/19. Senior Administrative Coordinator shared with the board that he and his wife are expecting their first child.

Announcements

Secretary McShane motioned to adjourn the meeting and it was seconded by Trustee Lindbloom.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 7:55 p.m.

Charles McShane
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson