



**Board of Library Trustees
Special Board Meeting**
Meeting Room 2, Main Library
700 N. North Court, Palatine, IL
November 4, 2021, 4:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 4:01 p.m. Secretary Westhoff was absent. President Snyder appointed Trustee Jefferson secretary pro tempore.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees DeRosa, Jefferson, Snyder, and van der Hoek were physically present. Trustee Brauer was present via electronic means thru MS Teams. Trustees Boland and Westhoff were absent.

Trustee van der Hoek moved, seconded by Trustee DeRosa, to allow Trustee Brauer to attend the meeting via electronic means due to illness.

Roll call vote:

Ayes:	DeRosa, Jefferson, Snyder, and van der Hoek
Nays:	None
Abstain:	Brauer
Absent:	Boland and Westhoff. Motion carried.

3. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Human Resources Associate Karla Nora, Engberg Anderson Architects representatives Kristin Richardson, Sarah Ponto, and Shaun Kelly, Independent Construction Services representative Dan Eallonardo, and member Emilie Cheng.

4. Public comment

None.

5. Parking garage projects

a. Award contract for lighting project

Engberg Anderson representative Shaun Kelly advised that five bids were received for the lighting project. The bids were reviewed, and the lowest bidder was Kellenberger Electric at \$139,504. There was one alternate bid for temporary lighting on the lower level at \$9,880 for a total of \$149,384.

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award contract for the lighting project to Kellenberger Electric in the amount of \$149,384 as presented.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays:	None
Abstain:	None
Absent:	Boland and Westhoff. Motion carried.

b. Concrete repairs

i. Approval of change orders

Independent Construction Services representative Dan Eallonardo reported that there is a change order in the amount of \$158,299.21 for concrete floor and ceiling repairs and repairs for entrance and exit ramp.

Trustee van der Hoek moved, seconded by Trustee DeRosa, to approve Change Order No. 2 in the amount of \$158,299.21 as presented.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays:	None
Abstain:	None
Absent:	Boland and Westhoff. Motion carried

6. **Branch renovations**

Engberg Anderson representative Kristin Richardson reported that they solicited bids for branch general furnishings, library furnishings, library case goods, and bookstacks and endpanels. Engberg Anderson representative Sarah Ponto reported that the custom self-checkout stands for the Main library will be moved to the branches as they are smaller. The same furniture designs were purchased for both buildings. The total cost was \$161,249.31 which is still under budget.

a. Award of contracts for furniture

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 1A Rand Road general furnishings to IFB Interiors for Business in the amount of \$2,102.73 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried.**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 1B North Hoffman general furnishings to IFB Interiors for Business in the amount of \$6,261.64 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried.**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 2A Rand Road library furnishing to Office Revolution in the amount of \$17,245.92 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 2B North Hoffman library furnishing to Office Revolution in the amount of \$12,416.02 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 3A Rand Road library casegoods to LFI-Library Furniture International in the amount of \$9,267.00 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 3B North Hoffman library casegoods to LFI-Library Furniture International in the amount of \$17,762.00 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 4A Rand Road bookstacks and end panels to LFI-Library Furniture International in the amount of \$42,802.00 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 4B North Hoffman bookstacks and end panels to LFI-Library Furniture International in the amount of \$53,392 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays: None
Abstain: None
Absent: Boland and Westhoff. **Motion carried**

7. Update on Main Library renovation

Independent Construction Services representative Dan Eallonardo reported that the contractor is completing work on the Board Room and Meeting Room 3. The remaining punch list items were given to the contractor and are being worked on slowly. There is a meeting with the contractor on November 5 and we will receive an update on how long it will take to complete this list. Some furniture has been delayed in receiving. There may be a renewal fee for extending the contractor's permit.

8. Other business

None.

9. Date of next meeting

The date of the next regular board meeting is Tuesday, November 16, 2021.

10. Adjournment

President Snyder adjourned the meeting at 4:46 p.m.

Approved: 12-21-21



Hal Snyder, President

 12/21/21

Jeffrey Westhoff, Secretary

