

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
November 21, 2019**

PRESENT: Tom Blanchard Wendy Goldstein
(Board) Stella Kalfas M. David Johnson
Allan Ruter Carol Schmitt
Kathy Vega

PRESENT: Vickie L. Novak, Library Director
(Staff) Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Doug Pfeiffer, Dewberry & Associates
Beth Keppler, Dewberry & Associates
Roleeta Nandan, League of Women Voters
Hayley Manning, Student, GBS
Alena Mandell, Student, GBS
Alison Reeve, Student, GBS
Jessica Whalen, Student, GBS

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 7:01 p.m. and the roll was called.

2. APPROVAL OF MINUTES

(a) Budget & Finance Meeting October 21, 2019

MOTION Moved by Johnson, seconded by Kalfas, to approve the minutes of the Regular Board Meeting of October 21, 2019.

Voice vote taken. All ayes. No nays. Motion carried.

3. PUBLIC COMMENTS

None at this time.

**4. REPORT FROM THE FRIENDS OF THE GLENVIEW PUBLIC LIBRARY
– S. Ellis**

None at the time.

5. REPORT FROM THE LIBRARY FOUNDATION BOARD – K. Vega

A “Meet and Greet” for the Glenview Public Library Foundation Board of Directors was hosted by Trustee Ruter recently. President Vega explained that this was a dynamic group of people, with some fun ideas for fundraising. The Foundation’s first board meeting will be held on January 7, 2020. Trustee Ruter stated that the Foundation’s Directors are a testament to consultant Paul Milano in identifying and pursuing potential directors and getting good people to step up. Trustee Kalfas asked if the Library Trustees will have an opportunity to be able to identify ideas for the fundraising monies raised by the Foundation. Vega explained that the Directors will raise money and then the Trustees will be able to decide how to use the money. Library Director Novak has offered to give the Foundation Directors a behind the scenes tour of the Library.

President Vega re-ordered the agenda at this time.

12. NEW BUSINESS

(a) Presentation from Dewberry re: Bid Results Summary

Doug Pfeiffer presented the bid package results for the Marketplace, Innovation Center, carpeting and re-upholstery projects. The low bidders were as follows:

Package #1 – Flooring and Base - American’s Flooring - \$358,875.00;

Package #2 – Millwork, Drywall, and other General Construction - Hargrave Builders, Inc. - \$298,450.00;

Package #3a. - Commercial Furniture – Interior Investments - \$318,086.19 – with reservation;

Package #3b. - Wood Display System – Meilahn Manufacturing - \$51,530.00;

Package #4 – Moving – Hallett Movers - \$167,250.00;

Proposal #5 – Signage – Library Furniture International - \$8,125.69;

Proposal #6 – Metal Shelving – Wolter Group LLC - \$32,309.22.

Pfeiffer proceeded to explain the issues with the Commercial Furniture Bid. As Dewberry Designer Beth Keppler was reviewing the bid with the contractor, the

contractor realized that his bid had mathematical errors and was incomplete. The bidder failed to account for all materials included in the scope of work. The bidder stated that he could not honor his bid price and requested to change his bid by adding \$12,386.84 for those materials not included in the original bid.

Pfeiffer explained that there are several options at this point. First option is to reject the bid by Interior Investment as the bid is non-responsive and award to the next lowest bidder. The next lowest bidder is Interiors for Business at \$348,771.73, which is \$30,685.54 greater than Interior Investments. The second option is to award the bid to Interior Investments, let them formally withdraw their bid, file a claim on their bid bond and proceed with the next lowest bidder. Lastly, the Library Board could accept his bid and change the scope, which would cause several issues. Trustee Johnson suggested that we could throw out all of the furniture bids and rebid. Pfeiffer pointed out that the bidders have now seen what each of their competitors has bid, which would inevitably affect the outcome. Pfeiffer recommends the Library accept the second lowest bidder. It is unlikely the Library would be able to get Interior Investments' bid bond and the Library would incur legal fees in order to pursue the bond. The costs would negate the savings.

Now that the bids and proposals are tallied the actual cost of the project is \$59,224.64 over the original estimate presented to the Board last year. Pfeiffer explained that the Library did have the option to accept the bids and negotiate deductions to the bids. There are several options to reduce the project cost, such as: eliminate the purchase of task chairs for staff; chose a less expense task chair for staff; select a standard table for the maker space; and lastly, delay reupholstery of tech lab chairs. Pfeiffer reminded the Trustees that the bids included an economy of scale and replacing items to delaying the purchase or reupholstery of items could ultimately cost the Library even more money in the long run.

Dewberry has submitted documents to the Village of Glenview for review. So far, there are no issues and permits have been approved.

President Vega reviewed the Pro Forma Statement and felt there should be enough funds to cover the overage at this point.

Novak noted that the 2019 budget is estimated to be underspent by approximately 3.0% or \$259,000, which will be added to the Library's Operating Fund Balance at 12/31/19.

Keppler confirmed that the furniture contractor will want a 50% deposit when he orders the furniture.

MOTION Moved by Johnson, seconded by Ruter, to award the contracts to the lowest bidders in all categories with the exception of the furniture contract, as the lowest bidder is non-responsive and award the contract to the second lowest bidder.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

Pfeiffer will contact each of the companies tomorrow and prepare the contracts. The next step is to plan the sequencing for the move and recarpeting.

President Vega thanked Pfeiffer and Keppler for their hard work. The designs and drawings for the Marketplace and Innovation Center were presented to the Village of Glenview during the Library's Budget Presentation and were well received.

(b) Award Contract for Library Moving Services – Hallett was awarded the moving contract as the only bidder in the amount of \$167,250.00.

(c) Award Contract for Flooring Replacement - American Flooring was awarded the Flooring contract as lowest bidder in the amount of \$358,875.00 .

(d) Award Contract for Construction of the Innovation Center – Hargrave Builders was awarded the contract for construction of the Innovation Center as the lowest bidder in the amount of \$298,450.00.

(e) Award Contract for Furniture Procurement - Interiors for Business was awarded the contract for furniture as the lowest responsive bidder in the amount of \$348,771.73.

(f) Award Contracts for Shelving and Signage – Proposal #5 for Signage was awarded to Library Furniture International in the amount of \$8,125.69 and Proposal #6 for Metal Shelving was awarded to Walter Group LLC in the amount of \$32,309.22 . Both proposals are for custom work, in order to match the Library's existing signage and metal shelving.

6. APPROVAL OF WARRANTS– M. David Johnson

Trustee Johnson reviewed the Warrants of October 20, 2019 and found them to be in order. He itemized those warrants and checks greater than \$5,000.00.

MOTION Moved by Johnson, seconded by Kalfas, to approve the first list of Warrants for November 21, 2019 in the amount of \$1,634,365.81 and the second list of Warrants for November 21, 2019 in the amount of \$265.00.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

7. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

(a) Revenues, Expenditures and Fund Balances through September 2019

Library Director Novak reviewed the financial reports and statistics through September 2019.

It was agreed that Library Director Novak will continue to include her monthly financial review in the Board Packet and will highlight any anomalies in the financial statements during the monthly board meeting.

(b) Update re: Pro Forma Special Projects Budget – November 2019

The Pro Forma Special Projects budget has been updated through November 2019.

8. PRESIDENT’S REPORT

President Vega reported that Trustees Blanchard, Ruter, Schmitt and Vega recently attended the Glenview Leadership Meeting. The Glenview Leadership Group has been inactive for a number of years and has recently begun meeting again. Participants included Board Members from the Village of Glenview, the Park District, the Township and the School Districts. It was a great way for each group to update the others as to what the various boards are doing.

9. ACCEPTANCE OF STAFF REPORTS AND STATISTICS

- (a) Library Director’s Report**
- (b) Statistics for September, 2019**
- (c) Electronic Statistics for October 2019**
- (d) Library Website Electronic Usage**

- (e) MyPC Reservation Service
- (f) Inter Library Loan
- (g) Monthly Vending Summary from Mark Vend
- (h) Drive-Up Window Usage
- (i) Staff Reports
 - i) Assistant Director
 - ii.) Head of Circulation
 - iii.) Director of Communications
 - iv.) Information Technology
 - v.) Head of Reader Services
 - vi.) Head of Reference Services
 - vii.) Head of Technical Services
 - viii.) Head of Youth Services
- (j) Report from Associated Technology Partners
- (k) Press Releases
- (l) Miscellaneous Speak Ups
- (m) Correspondence

MOTION Moved by Johnson, seconded by Schmitt, to accept the Staff Reports and Statistics as presented.

Voice vote taken. All ayes. No nays. Motion carried.

10. BOARD COMMITTEE MEETINGS

None at this time.

11. UNFINISHED BUSINESS

None at this time.

12. NEW BUSINESS

- (g) Presentation of Executive Session Minutes Review Schedule –
W. Goldstein

Trustee Goldstein presented an Executive Session Minutes Review Schedule, which will be effective with FY2020. This will allow the Executive Session Minutes be reviewed in a rotating fashion, similar to the manner in which the warrants are handled.

- (h) Adoption of "A Resolution for the Release of Certain Closed Session Minutes"

MOTION Moved by Goldstein, seconded by Blanchard, to adopt Resolution 19-03 - The Resolution for the Release of Certain Closed Session Minutes.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

- (i) Approval of Proposal from Lynn Peters, Strategic HR Solutions, for Job Classification Structure Review and Revision

Library Director Novak explained that the Library is on a four-year cycle to conduct a salary and job classification review and 2020 is the next scheduled year for this cycle. Lynn Peters of Strategic HR Solutions was asked to submit a proposal, based upon her qualifications and previous experience with libraries.

MOTION Moved by Johnson, seconded by Schmitt, to approve the proposal from Lynn Peters in the amount not to exceed \$14,000.

Roll call vote taken. . Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

- (j) Approval of Contract Extension with Associated Technology Partners for Technical Support and Consulting Services, FY2020

Library Director Novak explained that the contract from ATP is in keeping with his 2020 IT Budget Presentation from August. Kalinski will be reducing his management hours in 2020.

MOTION Moved by Johnson, seconded by Schmitt, to approve the contract extension with Associated Technology Partners for technical support and consulting services for fiscal year 2020.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

(k) Approval of Memorandum of Understanding with Village of Glenview, 2020-2022

Library Director Novak worked with Village Administrative Director Amy Ahner and her staff to prepare the Memorandum of Understanding for various services and support staff duties for FY 2020 through FY 2022. Novak explained that the three-year agreement allows for better opportunities to effect cost savings with contractors as opposed to a one-year agreement.

MOTION Moved by Johnson, seconded by Ruter, to approve the Memorandum of Understanding with the Village of Glenview for Fiscal Years 2020, 2021 and 2022.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

(l) Approval of Annual Insurance Renewal Package from LIRA – V. Novak

Library Director Novak has reported in prior monthly reports that LIRA was anticipating an increase in General Liability insurance costs of 35% to 50% for 2020. This is due to storm damage the Midwest has experienced this year which make it one of the most volatile insurance markets in the country. LIRA worked very hard to contain costs and solicited renewal proposals from 56 insurance vendors. The actual renewal price reflects a much lower than estimated increase. . Workers Compensation has no increase for FY2020.

MOTION Moved by Johnson, seconded by Goldstein, to approve the annual Insurance Renewal Package from LIRA for 2019/2020 General Liability Insurance in the amount of \$51,814.00 and 2019/2020 Workers Compensation Insurance in the amount of \$11,370.00.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

(m) Appointment Scott Davis as a Director to the Foundation Board

Trustee Vega requested that Scott Davis be added to the list of Board of Directors for the Glenview Public Library Foundation. Davis had to get approval from his employer in order to become a Director. He has received that approval and would like to be appointed to the Foundation.

MOTION Moved by Johnson, seconded by Ruter, to appoint Scott Davis as a Director of the Glenview Public Library Foundation Board.

Voice vote taken. All ayes. No nays. Motion carried.

(n) Discussion re: change in Board Meeting Schedule – K. Vega

President Vega requested that the Board change the Board Meeting Schedule and return to one Board Meeting per month on the third Thursday. Last June, the Board added the first Thursday of each month to the Board Meeting schedule as regularly scheduled meeting, based on the need to have additional meetings for the 2020 budget preparation, library construction discussions and consultant reports to the Board.

MOTION Moved by Johnson, seconded by Kalfas, to eliminate the first Thursday of the month Board Meeting.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

(o) Progress Report – Implementation Plan

The Implementation Plan Progress Report included in this month's Board Packet is current through October 2019.

The Management Team will be meeting in January to prepare the 2020 Implementation Plan. Once completed, the 2020 Implementation Plan will be presented to the Strategic Planning Committee for their review and edit. Once finalized, the 2020 Implementation Plan will be present to the full Board at the February Board Meeting for their review and approval.

13. OTHER

The December Board Meeting will be held Monday, December 16 at 6:30 p.m. in the Conference Room.

Assistant Director Jane Berry thanked the Trustees for completing the Per Capita Grant requirements ahead of schedule. Trustee Schmitt has agreed to meet with Assistant Director Berry and Business Manager Klimusko to review *Serving Our*

Public 3.0 – Standards for Illinois Public Libraries Chapter 3 – Personnel on Wednesday, December 4 at 2:00 p.m.

14. ANNOUNCEMENTS

None at this time.

MOTION Moved by Ruter, seconded by Johnson, to move to Executive Session Per Section 2(c)(1) of the Open Meetings Act – Personnel.

Roll call vote taken. Blanchard, Goldstein, Johnson, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

The meeting moved to Closed Session at 9:15 p.m.

15. EXECUTIVE SESSION

(a) Per Section 2(c)(1) of the Open Meetings Act – Personnel

The meeting returned to Open Session at 9:40 p.m.

16. ADJOURNMENT

There being no additional business to be brought before the Board, President Vega requested a motion to adjourn.

MOTION Moved by Johnson, seconded by Ruter to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Carol Schmitt, Secretary
Glenview Public Library Board of Trustees