

**Regular Board Meeting  
Monday August 22, 2016 7:00PM  
MINUTES**

1. CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 7:00PM on July 25, 2016 in the Police/Fire Training Room at 6900 N Lincoln Ave.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Martel, Poulosom, Stavinoga  
Trustees Absent: None  
Staff Present: Bochenski, Keegan, Skrzypinski  
Visitors Present: Doug Lim

3. CONSENT AGENDA

Trustee Gimbel moved and Trustee Berger seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of July 25, 2016 Regular Board Meeting
- Approve Minutes of August 4, 2016 Finance & Facilities Committee Meeting
- Approve Financial Report and Disbursements for period 7/1/2016-7/31/2016
- Approve IPLAR report for FY2016

**Aye:** Beard, Berger, George, Gimbel, Martel, Poulosom, Stavinoga **Nay:** none **Abstain:** none **Absent:** none

4. AUDIENCE TO VISITORS

No visitors spoke.

5. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski gave an overview of the progress of the construction project, which is currently about 35% complete overall. Overall the library has encumbered about \$40,000 of the \$264,500 trade allowance, which is about 18%. If we continue on through the end of the project with the same level of fairly minimal change orders, we will come in on budget. Trustees acknowledged the most recent change orders, none of which required formal board approval.

Doug Lim from Gilbane provided an overview of trade allowances vs. contingency, and reported that the library's project was set up with all trade allowances and no contingency. With trade allowances each trade has a specific amount included in their contract as part of the bid package, and overhead and profit are not charged to change orders. Contingency sets aside a percentage of the total construction costs, is not included in the contractor's contracts, and overhead and profit is charged. In summary, it is the same pot of money but is used slightly differently. Trustee Martel said he took exception to Mr. Lim stating that the trade allowance money "has already been spent" and clarified that we still have the owner-initiated change order process that allows the Board to manage certain expenditures. Mr. Lim explained that if there is money left in the trade allowances, a reverse change order will be completed, and the library will not be invoiced for that amount.

BOARD OF TRUSTEES  
LINCOLNWOOD PUBLIC LIBRARY DISTRICT  
4000 W Pratt Ave • Lincolnwood • Illinois 60712

Director Bochenski reported that the library would be closed for four days in late September (Wednesday 9/21 through Saturday 9/24) for the delivery and installation of the new rooftop HVAC unit. The actual installation work will be adversely affected by weather, so it is possible that additional closing notices were/will be in the newsletter mailed to all residents, in the SD74 electronic newsletter, on physical signs in the library, on the library's voicemail message, on large outdoor banners, and verbally to patrons in the library. Trustee Martel requested that staff try and work with SD74 to see if we could partner with the Parks & Rec department to offer after school care at the school for those days.

Mr. Lim reviewed the overall schedule, stating that Phase 1 has been turned over, Phase 2 is scheduled to be completed at the end of October, and Phase 3 should be completed at the end of December. Mr. Lim said that he would work with on site supervisor Wally Hadeler to identify any areas that could be moved up or accelerated to make sure we stay on schedule. The final landscaping of the project may need to wait until the spring, and Mr. Lim said it is not uncommon for projects that end in the winter to have the final landscaping delayed for several months. Trustees asked about work during the holiday season, and Mr. Lim replied that they will work to have the contractors on site all days except for the actual holidays. Mr. Lim said that now that the prime school construction season is over it is possible that our contractors will have more staff available. Director Bochenski requested that Gilbane look into providing Mr. Hadeler with some administrative support as needed.

Trustees asked what would happen if the project ran over schedule, and Mr. Lim stated that there is no incentive for Gilbane to delay the project, the sooner they finish the better. He then stated that there would be no "additional services" charged to the library should the project run long, and said that the library will pay the agreed upon fee and no more. The only exception would be if significant extenuating circumstances arose.

At the end of the project the library should expect:

- Close out documents
- As built drawings
- Warranty information
- 10- and 22-month walkthroughs (for warrantied items; warranties become effective after the final turnover)

Trustees discussed the dedication plaque options: a) install one new plaque at current location, \$3,000; b) install one new plaque at current location and move three older plaques to a new location. Trustees suggested that the retaining wall near the staff entrance would be a good location for the relocated plaques if that option was chosen. Trustees said they would make a final decision at the September 1, 2016 Finance & Facilities Committee meeting.

## 6. REPORTS

President Beard reported that three Trustee seats will be up for election in April 2017, and she encouraged the current Trustees to run again (Trustees Gimbel, Poulson, Stavinoga). Director Bochenski and Head of Community Engagement presented the highlights of their written reports and answered questions.

Director Bochenski reported that there was a public hearing scheduled for August 24 for residents to review the most recent parking proposal from Airoom. After a brief discussion, the Board recommended that Director Bochenski not attend the meeting as the proposed plan does not include any changes to the library side of Keystone Ave.

BOARD OF TRUSTEES  
LINCOLNWOOD PUBLIC LIBRARY DISTRICT  
4000 W Pratt Ave • Lincolnwood • Illinois 60712

7. ADJOURN TO CLOSED SESSION

*As pursuant to 5 ILCS 120/2 C (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.*

Trustee Martel moved and Trustee Poulson seconded that **THE BOARD ADJOURN TO CLOSED SESSION AT 8:34PM.** Voice vote carried.

8. RECONVENE OPEN SESSION

President Beard reconvened the meeting in open session at 8:41PM. Trustee Stavinoga moved and Trustee Gimbel seconded that **THE BOARD APPROVE THE FOLLOWING DETERMINATIONS FOR CLOSED SESSION MINUTES AND RECORDINGS:**

<u>Closed session at</u>	<u>Reason</u>	<u>Recommendation</u>
11/19/09 Regular Board Meeting	Possible land acquisition	Release
01/28/10 Regular Board Meeting	Possible land acquisition	Release
06/23/11 Regular Board Meeting	Possible land acquisition	Release
07/21/11 Regular Board Meeting	Possible land acquisition	Release
03/20/14 Regular Board Meeting	Personnel	Do not release
04/02/14 Special Board Meeting	Personnel	Do not release
04/17/14 Regular Board Meeting	Personnel	Do not release
03/11/15 Regular Board Meeting	Personnel	Do not release
05/26/15 Regular Board Meeting	Personnel	Do not release
02/08/16 Regular Board Meeting	Review closed minutes	Approve and release
03/17/16 Regular Board Meeting	Personnel	Approve and do not release
05/05/16 F&F Committee Meeting	Personnel	Approve and do not release
06/02/16 F&F Committee Meeting	Personnel	Approve and do not release
08/21/14 Regular Board Meeting	Review closed minutes	Destroy recording

Voice vote carried.

9. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Finance & Facility Committee: Thursday September 1, 2016 6:30PM
  - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712
- Regular Board Meeting: Monday September 26, 2016 7:00PM
  - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712

10. ADJOURNMENT

Trustee Martel moved and Trustee Stavinoga seconded that **THE MEETING BE ADJOURNED AT 8:49 PM.** Voice vote carried unanimously.

  
Secretary