

**MINUTES
OF THE SPECIAL MEETING OF
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MARCH 1, 2017 AT 7:05 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Chair; Karen Burkum (7:50 p.m.), Stevan Dobrilovic, Charlene Foss-Eggemann, Michael Reardon; Robert Trizna

TRUSTEES ABSENT: Patrick Lamb, Berardino Parisi, Judith Rayborn

OTHERS PRESENT: Janet Van De Carr, Library Director; Patrick Callahan & Rick McCarthy, Studio GC Architecture

Discussion of the Use of Joint Purchasing Programs for Library Renovation

Mr. Reardon explained the reason for this evening's special Committee and Board meetings was his concern with how the Library is going to control furniture costs, especially in regard to the joint purchasing programs presented by Mr. McCarthy and Ms. Catania. Mr. Reardon stated he is concerned that the Board won't be meeting its fiduciary responsibility if it doesn't get multiple quotes, and therefore the lowest price, on furniture.

Mr. Reardon explained that per his notes from the December 13, 2016 Committee meeting, when he asked Mr. McCarthy how the Library is going to control furniture costs, Mr. McCarthy told the Committee that Studio GC would provide the Board with multiple bids on the furniture and that would assure that we got the lowest price. Then Ms. Catania introduced the idea of direct purchasing and the Library joining the joint purchasing consortiums and she then stated that this would be the best procedure for purchasing furniture. Mr. Reardon stated he feels he doesn't have enough information to approve that path and that is why Studio GC was invited to speak to the Committee. He added that he can't approve of this process without clarification, adding that his goal is to get the best price for the taxpayers.

Mr. McCarthy of Studio GC stated that first of all Studio GC can use either process for purchasing furniture, whichever way the Board wishes to proceed. He introduced Patrick Callahan, the Senior Principal of Studio GC, who is here this evening to better clarify what the joint purchasing programs are, and the differences between the two approaches.

Mr. Callahan stated Studio GC is not pushing one method or the other when it comes to purchasing. Mr. Callahan explained how the cooperative purchasing approach gives Studio GC and the Library the ability to select the various pieces of furniture from multiple manufacturers that are the most appropriate for the project – not the most expensive, not the least – but the item that will best match the longevity required and one that is the better investment. Using either purchasing option, Studio GC will make its recommendation but it is ultimately the Board who makes the decision.

Mr. Callahan explained the differences between the cooperative purchasing, and the procedure of going through a particular manufacturer versus a bid process. Lengthy discussion ensued among the trustees regarding different options available via the two courses of action, and the trustees asked questions of Mr. Callahan and Mr. McCarthy.

Mr. Egan made a

MOTION: to approve joining the National Joint Powers Alliance (NJPA) and The Interlocal Purchasing System (TIPS) joint purchasing programs.

Mrs. Foss-Eggemann SECONDED

Roll call vote

MOTION PASSED UNANIMOUSLY

Mr. Trizna asked that the next time Studio GC meets with the Board, Mr. McCarthy and Mr. Callahan to identify three to five “wow features” of the current remodeling plan. Mr. McCarthy said they will be happy to do so.

Mr. Callahan and Mr. McCarthy left the meeting at 7:42 p.m.

Purchasing Policy IA1

The trustees discussed Policy IA1 – Purchasing and revised the language in item #8 to make it more clear.

Mr. Dobrilovic made a

MOTION: to approve Policy IA1 – Purchasing as revised.

Mr. Trizna SECONDED

Roll call vote

MOTION PASSED UNANIMOUSLY

Obtaining Legal Opinions

Mr. Trizna stated he raised this issue because the Library has in place a policy that limits when an individual Board member can seek an opinion from the Library’s attorney. Mr. Trizna said he believes the Library should have the Board Policy that applies to how legal opinions are sought by Board Trustees also apply to the Library Director and Library Staff so that every time legal opinion is sought that it is done through some sort of process or consensus.

Mrs. Van De Carr asked Mr. Trizna if he is saying whenever something arises at the Library and she, as the Director, believes it requires legal counsel that she should consult with several Trustees first to get permission. Mr. Trizna said, that’s what he is determining and asked Mrs. Van De Carr to give examples of when, during the course of normal operations of the Library, she would need to seek the opinion of legal counsel.

Mr. Trizna stated that he believes if an individual Board trustee cannot individually seek legal opinion and has those constraints, then those constraints should be uniform and that point should be removed from her job description. Mr. Trizna stated he was focusing on her expertise as a librarian, not as a lawyer.

Mr. Reardon stated that he believes it is part of Mrs. Van De Carr’s job that there are some times when she may have to call the attorney and to handcuff her from doing that is in contradiction of what she has been told to do by the Board.

Mr. Reardon asked Mrs. Van De Carr if there are things that happen regularly where she has to seek the attorney’s opinion, such as with a FOIA request (Freedom of Information Act). Mrs. Van De Carr said that a FOIA request is very important, because it must be handled properly and there is a short turn around for replies. Mrs. Van De Carr stated she is very

conscious of the fees the Library is charged for each consultation. Mr. Reardon stated that if the Board decides to go this route of having this written into a policy, perhaps the Board can carve out the contracts, bids and FOIAs which are more routine. Mr. Trizna agreed. Mrs. Foss-Eggemann stated she agrees with Mr. Reardon that the Board should categorize when the Director can contact the Library attorney without first contacting Board officers. Mrs. Van De Carr will identify topics that are routine so that the Board can refer to them when drafting the policy. Mr. Trizna will draft a Policy for the Committee to review.

Other Mr. Egan asked Mrs. Van De Carr the status of the Intergovernmental Agreement with the City. Mrs. Van De Carr replied that there is currently no Library Liaison, adding that she will contact Mr. Gilmore, Acting City Manager, about this matter and report back to the Board.

Mr. Egan asked if the Board is going to discuss the Director's evaluation next month. Mrs. Van De Carr stated she will contact Mrs. Rayborn to see when she anticipates being able to return.

Adjournment: 8:14 p.m.

Joseph Egan, Chair

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