

**MINUTES
OF THE REGULAR MEETING OF THE BUILDING & GROUNDS COMMITTEE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
JUNE 10, 2010 AT 7:34 P.M. IN THE THIRD FLOOR MEETING ROOM**

ROLL CALL:

PRESENT: Kathleen de Grasse, Chair; John Benka, Shlomo Crandus, John Schmidt, Richard Van Metre, Library Board; Janet Van De Carr, Library Director; Linda Egebrecht, Library Staff.

ABSENT: None

Approval of Committee Minutes

Mr. Benka made a

MOTION: to approve the minutes for the Buildings and Grounds Meeting held May 13, 2010.

Mr. Crandus SECONDED the motion.

MOTION PASSED UNANIMOUSLY.

Children's Department Project

The carpet removal and installation in the Children's Services department has been completed. The furniture has been returned with all new fabric. The doors will be installed in July, during the day because it is too costly to install the doors at night. The Children's Department will remain open during installation.

Monthly Maintenance Report

The Committee reviewed the monthly maintenance report, which consisted mainly of standard repairs.

Other

HVAC Capital Project – Mrs. Van De Carr proposes hiring Siemens to provide and install computerized controls for the HVAC system using grant funds. Siemens provided the lowest quote but the Library did not seek a formal bid. This project is over \$20,000. The law requires that projects which will cost more than \$20,000 go out for bids unless it is a “specialized project” in which case it must be considered a “no bid contract”. Mrs. Van De Carr has checked with the City and they advise this is the appropriate procedure in this case.

The Committee would like Mrs. Van De Carr to consult with a City attorney and confirm that this is considered a “specialized project”. Mrs. Van De Carr will draft a memo to the Board members. The Board will discuss this at the June 15 meeting and consider a motion at that time.

Mrs. Van De Carr and Mr. Crandus met with the Mayor on Monday, June 7, 2010 to discuss current and future budget issues. They plan to meet with the Mayor again at the start of the Library's next budget process.

Adjournment: 7:53 p.m.