

## MINUTES

### PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees  
held via videoconference – July 13, 2021 at 7:00 p.m.

#### CALL TO ORDER

President Rapisand called the Committee of the Whole meeting of the Park Ridge Public Library Board of Trustees to order at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to [librarydirector@prpl.org](mailto:librarydirector@prpl.org) or participants could raise their hand virtually.

#### ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; Stevan Dobrilovic, Treasurer, David Somheil, Secretary; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

(Via videoconference)

Absent: None

Others Present: Joanna Bertucci, Library Director; Alyson Doubek, Finance Manager; and Andrew Jose, Green and Associates.

#### PUBLIC COMMENT

None.

#### CALL TO ORDER

Committee Chair Reardon called the Building and Grounds Committee meeting to order at 7:05 p.m.

#### APPROVAL OF MINUTES

Trustee Kiem made a

**MOTION:** to approve the minutes of June 8, 2021

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Rapisand, Reardon, Steinfels, Thiagarajan

Abstain: Burkum, Dobrilovic, Somheil

**Motion passed.**

#### UPDATE ON CONSTRUCTION PROJECT

Mr. Jose of Green Associates provided an update on Library construction. With regard to interior work, he indicated that the contractor has finished all punch list items from the project. He informed the Committee that tomorrow, July 14th, the library will be switched over to the new water service. There will be no disruption of service in the building during this process. Disconnection from the old water main will also take place then. During the next week, the contractor will begin patching of the parking lot and landscape that were impacted by construction. Final testing required to obtain final occupancy permit will take place by the end of the month and at that point, the project will be complete.

Mr. Jose reviewed the status of remaining project costs. As it currently stands, there is a charge for \$5,065 for unsuitable soils and a potential cost for additional excavation of approximately \$36,000. He noted that for several weeks, additional supporting documentation has been requested for charges related to additional excavation. This documentation has not yet been received as the excavator has been on vacation. These costs will need to be finalized this week so that they can be brought to the next Board meeting on July 20, 2021. Mr. Jose said that he will provide a list of all project changes orders, indicating those that will be applied to the project contingency and those that will be costs in addition to the approved contract cost.

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Treasurer Dobrilovic stated that there will need to be a motion made to approve the cost overage and transfer funds from the capital reserve fund. His recollection is that when the capital reserve fund was established, a motion would be required to transfer any funds used from the capital reserve to the line item used to account for capital expenditures. President Rapisand asked Mr. Jose if there are any additional costs beyond the known additional excavation costs. He replied that initially the City had indicated that a second water main on Touhy would also need to be disconnected as part of this project. After additional conversation between Green Associates and City staff, it was determined that disconnection of this second main would not be required. The only other additional cost will be approximately \$2,000 to patch the parking lot.

Director Bertucci then reviewed the memo included in the packet that provides an update on Change Order 29 which includes additional costs for excavation and water main costs for concrete encased water main, backfilling vault, and removal of sections of existing foundation. Since the final cost for this has not yet been received, a placeholder motion that will appear on the July Board meeting agenda is being requested.

Trustee Reardon stated that based on Trustee Dobrilovic's earlier comments, two motions would be required, one to transfer funds from the Capital Reserve for costs exceeding the approved project budget and a second, to approve the actual expenditures. Director Bertucci clarified that the motion needed for the transfer from the Capital Reserve would come through the Budget & Finance committee.

Ms. Doubek stated that she believed that the Capital Reserve balance had been zeroed out during last year's budgeting process in order to keep the levy rate for that year flat. Trustee Dobrilovic clarified that no additional funds had been added to the reserve but that the initial balance of \$250,000 was still in place.

#### **APPROVAL OF CHANGE ORDER 29**

Vice President Burkum made a

**MOTION:** To approve the placement of a placeholder motion on the July 20, 2021 Board agenda to approve Change Order 29

Trustee Thiagarajan seconded the motion.

Trustee Kiem stated that given the lack of supporting documentation, perhaps the Board should wait to consider this change order until their August meeting. Trustee Reardon asked Ms. Doubek what the payment terms of the contract are. Mr. Jose then clarified that these costs have not yet been approved by the Board and thus, a Change Order has not been issued. Once that process occurs, the approved change order would then appear on the next pay application received from the contractor. This process would take 4 -6 weeks so that the actual payment of these charges would not occur until then. Mr. Jose clarified that change order approval indicates that charges will be paid when the pay application is submitted.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan.

**Motion passed.**

#### **UPDATE ON PARKING LOT PROJECT**

Director Bertucci reviewed the memo providing an update on the project to resurface the parking lot adjacent to the Library. She and Mr. Priala met with Sarah Mitchell and Wayne Zingsheim to discuss plans for the project which are about 60% complete and will likely go out to bid in August. The project will be conducted in three phases with the first impacting the portion of the lot closest to the Library – the area that provides access to the book drops and staff parking. Ms. Bertucci and Mr. Priala will continue to have conversations with City staff regarding the project with the goal of minimizing the impacts of the project on patrons.

Committee Chair Reardon closed the meeting at 7:29 p.m.