

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

December 12, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Anita De Frank, Alexandra Hanba, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Trustees Absent: Josh Kiem, David Somheil

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library Staff, Josh Kiem (via telephone)

Trustee Powers opened the meeting at 7:02p.m.

APPROVAL OF MINUTES

Trustee Renaldi made a

MOTION: to approve the minutes of the November 14, 2023 meeting

President Thiagarajan seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Powers, Rapisand, Renaldi, Rusk, Thiagarajan

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 4 of the packet. She noted that the window project is progressing and has benefitted from the unseasonably warm weather this year. The window replacement for the window in the front of the building will be scheduled for a later time. The Interior Improvement project is nearing completion and has been slowed for a couple of days due to the contractor's illness. Completion is expected by the end of the week.

The new exhaust fan has been installed and Mr. Priala is currently working on balancing the system.

Director Bertucci reported that she met with City Manager Joe Gilmore and Sarah Mitchell, the City's Public Works Director, regarding work required on the Touhy Avenue porch and railings. The City is planning to complete some of the work with Public Works employees and some of the work will be put out to bid.

Director Bertucci will provide the Board with additional information on this work as more details are available.

HVAC PROJECT PLANNING

In anticipation of undertaking the HVAC project scheduled for 2024, Director Bertucci developed a tentative timeline for the process of selecting an architect for the project. She is proposing that the Library issue a Request for Quote in order to obtain proposals as the first step in selecting a qualified architect. She further explained that she has spoken with the Library's attorney and that the RFQ process is governed by statute and so the Library must follow the statutes guidance. In response to a question from Trustee Rapisand, Director Bertucci explained that unlike in the RFP process where the owner must accept the lowest qualified bidder, the RFQ process is used for professional services only and focuses on qualified providers over pricing. Trustee De Frank inquired about the project scope to which Director Bertucci replied that there are five boilers, three air handling units and the building wide control system included.

Director Bertucci then reviewed the proposed timeline for selecting an architect. It was the consensus of the Board that the Director proceed with the project plan.

OTHER

None

Meeting was adjourned at 7:19 p.m.