NOTE LOCATION & TIME

Park Ridge Public Library

NOTE LOCATION & TIME

NOTICE is hereby given that the following Committee meetings of the Library Board **will be held in the SECOND FLOOR meeting room OF PARK RIDGE CITY HALL, 505 Butler Place, Park Ridge, IL** on the date and time shown. All meetings are public according to the provisions of the Illinois Open Meetings Act. Please call the Library Business Office for additional information or to request special accommodations for disabled persons.

COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, NOVEMBER 13, 2018 at 7:00 P.M.

ALL COMMITTEES ARE COMMITTEES-OF-THE-WHOLE UNLESS NOTED

BUILDING & GROUNDS *(Patrick Lamb - Chair)*

1. Approval of October 2, 2018 Minutes – Attached
2. Library Renovation Project Update – Attached
3. Other

PLANNING & OPERATIONS *(Joshua Kiem - Chair)*

1. Approval of the October 2, 2018 Minutes – Attached
2. Resolution to Modify Existing Anti-Harassment Policy – Attached
3. 2019 Meeting Schedule – Attached
4. Review of Annual Board Calendar – Attached

RESOURCES *(Stevan Dobrilovic - Chair)*

1. Approval of the August 14, 2018 Minutes – Attached
2. FY19 Per Capita Grant – Attached
3. Bids for *Desktop and Notebook Replacement* – Attached
4. Other

NO MEETINGS: *(No Action Items)*

BUDGET & FINANCE *(Joseph Egan - Chair)*

COMMUNICATIONS & DEVELOPMENT (*Karen Burkum & Lauren Rapisand - Co-Chairs)*

INTERGOVERNMENTAL AGREEMENT (IGA) SUBCOMMITTEE *(Joseph Egan - Chair)*

PERSONNEL *(Charlene Foss-Eggemann - Chair)*

PLEASE CONTACT HEIDI SMITH WITH QUESTIONS, COMMENTS OR ADDITIONS TO THESE AGENDAS.

20 S. PROSPECT AVENUE, PARK RIDGE, IL 60068 | 847.825.3123 | www.parkridgelibrary.org

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MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUILDING & GROUNDS COMMITTEE OF THE WHOLE
HELD OCTOBER 2, 2018 AT 7:40 P.M. IN THE SECOND FLOOR MEETING ROOM OF CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Patrick Lamb, Chair; Karen Burkum, Stevan Dobrilovic *(via phone)*, Joseph Egan, Joshua Kiem, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann, Gareth Kennedy

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison; Carl Giometti, Studio GC Architecture

Approval of Remote Attendance

Mr. Dobrilovic will be attending remotely due to being out of town on business. A motion is needed to formally approve attendance via electronic means. There being no objections to Mr. Dobrilovic attending remotely,

Mr. Egan made a

MOTION: to approve the attendance of Stevan Dobrilovic via electronic means

Mr. Lamb SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Approval of Minutes

Mr. Lamb made a

MOTION: to approve the minutes of the September 11, 2018 Buildings and Grounds Committee meeting

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Library Renovation Project Update

Ms. Smith reviewed the construction status. She reminded the Committee that the Library is closed October 11-12 due to the asbestos abatement and notified them of delayed opening of Noon on Monday, October 8, 2018 to allow staff to move the Circulation desk and equipment. The Trustees expressed concern with late opening on a school holiday. Ms. Smith indicated this is necessary as part of the construction timeline and staff will expedite opening as much as possible.

Other None

Adjournment: 7:56 p.m.

_____
Patrick Lamb, Chair

DRAFT

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Memorandum

Memo Date: November 9, 2018

From: Heidi Smith

Meeting Type: Library Board COW (Committees of the Whole)

Meeting Date: November 13, 2018

Action Requested: ☒ For information

Subject: Library Renovation Project Summary to-date since 10/2/18

As demolition is now complete for Phase 3, have received several of change orders. Studio GC is currently reviewing a change order with CSI that is related to our lobby ceiling. Carl Giometti suggested a phone call or meeting with Mr. Lamb and Mr. Egan to answer any questions they might have.

Renovation update:

- City Council voted unanimously to support dumbwaiter removal and bathroom expansion.
- No further protests about CSI using non-union labor.
- Schedule
  - Catching up on losing a few days of union labor due to protests by running 2 shifts.
  - Anticipate reopening the front door before Christmas.
  - Bathroom additions are considered separate and in parallel to original project; estimated completion December 28.
- Comprehensive fire alarm system plans
  - 3rd party review comments appear to have some misinterpretation of strobes notation.
  - Need to discuss how it fits in with current project and strategy for next steps.
- CSI has not yet provided written confirmation to completion of the Phase 1-2 punch list items.
- Tile in the lobby CO24
  - Demo was completed November 6.
  - CSI agreed to provide timecards as to how much labor it actually ends up being so we can review pricing. As of today, they are not recommending additional floor prep outside of what was already included in the change order.
  - Still waiting for final CO with Pat and Joe for approval ASAP.
- Carpet on the stairs CO19
  - Covers carpeting for 3 stairs that were omitted from the original scope of work in error (1 Teen Loft; 2 to 3rd Floor Workroom).
  - Came to an agreement that Studio GC would cover half of the cost by reducing their design fee ($5,775); net impact to the Library for this change order $5,775.
  - Mr. Egan and Mr. Lamb requested I go back and review pricing with CSI.
    - Change order #19 pricing discussion 11/6 (CSI will provide a written break-out)
      - $11,550 total; $3,850 per stair
      - Total net impact to the Library for all 3 stairs will be $5,775
      - Covers materials and labor
      - Estimated 2 man days per stair
  - All 3 stairs are completed.
  - Still waiting for the CO with breakdown for Pat and Joe for approval ASAP.

- Plaster ceiling demotion CO22
    - Studio GC and CSI had a miscommunication on this one. It says “accepted” in the minutes; they are going to sort it out; ceiling demo has been completed.

Column update:

- Demo began on Wednesday, October 17, a few weeks earlier than anticipated; now complete.
- Eight red steel columns were installed by October 31.
    - From Carl: KM Holly performed exploratory demolition to confirm assumptions made regarding the role of the existing wood columns. The structural engineer and I also observed these conditions. We found that the existing wood columns were load-bearing and integral to the support of the existing structure. Additionally, the design of the existing wood framing for the fascia and soffit requires all eight steel column members to support the existing structure. Lastly, the height of the GFRC column enclosures requires the steel columns for lateral support. Because of these reasons, there will not be any credit back to the Library for unneeded steel members.
- Delivery of the glass fiber reinforced concrete columns has been delayed; all columns to be delivered by the end of November.

PRPL Renovation Budget Tracking: HS working draft

Project Expenses		
Construction cost	$ 1,097,723.00	Original bid amount
Additions for life safety	$ 144,484.00	
Escalation	$ 46,000.00	
Allowance	$ 65,000.00	
Construction Subtotal	**$ 1,353,207.00**	1/23/18 Board approved
FF & E	$ 739,471.00	Original bid amount
Escalation	$ 14,323.00	
Increase to Furniture Scope B	$ 88,054.00	
Furniture subtotal	**$ 841,848.00**	2/20/18 Board approved; 30% paid FY18
Architectural fees @ 8.97%	$ 170,626.80	Original bid amount
Fee billed hourly for additions	$ 11,579.00	Paid FY18 for redesign
Fee for furniture increases	$ 7,898.45	
Architectural fees subtotal	**$ 190,104.25**	2/20/18 Board reviewed
Moving expense	$ 10,000.00	2/20/18 Board reviewed; move to operating?
2/20/18 subtotal	**$ 2,395,159.25**	2/20/18 Board reviewed
Shades/Per Capita FY17	$ 29,100.97	5/15/18 Board approved
Shades/Capital	$ 2,958.03	6/19/18 Board approved
Fireplace/Gift	$ 11,924.00	6/19/18 Board approved
Architectural fees (above)/Capital	$ 3,072.00	
Workrooms/Per Capita FY18	$ 46,850.00	5/30/18 Board approved
Bathrooms option/Gift fund	$ 86,365.00	estimated; pending Board discussion/approval
Additions to scope subtotal	**$ 180,270.00**	(Grants, gift, capital and operating funding)
Renovation costs subtotal	**$ 2,575,429.25**	
Rentacrate	$ 56,170.00	6/19/18 Board approved (operating)
Project related costs	**$ 56,170.00**	
Project Total	**$ 2,631,599.25**	

Project Budget		
Renovation	$ 2,050,000.00	
Switch gear	$ 120,000.00	
Sanitary drain	$ 110,000.00	postpone? roof snow?
Columns	$ 55,000.00	
FY19 Library Maintenance - Building Repairs budget	**$ 2,335,000.00**	
Per Capita FY17	$ 29,100.97	
Per Capita FY18	$ 46,850.00	
Gift	$ 11,924.00	
Gift	$ 86,365.00	
Subtotal additional funding	**$ 174,239.97**	
Total Funding FY19	**$ 2,224,239.97**	

11/1/2018 corrected from 9/1/18

Payments To Date		
CSI	$ (658,156.03)	49% to date, phases 1-2
LFI	$ (1,150.00)	
United Analytics	$ (1,785.00)	
Studio GC	$ (17,847.73)	
Holian	$ (6,650.00)	
Subtotal FY19	**$ (685,588.76)**	
Studio GC various	$ (149,132.39)	
LFI 30% down payment per contract	$ (253,084.20)	
Subtotal FY17 & FY18	**$ (402,216.59)**	

11/1/2018

Project related costs To Date		
Rentacrate	$ (33,424.80)	est. Oct-Dec
Rentacrate	$ (21,025.80)	

Updated 11.1.18

Renovation costs subtotal	**$**	**2,575,429.25**
Total payments to date	**$**	**(1,087,805.35)**
Renovation costs remaining	**$**	**1,487,623.90**
Total Funding FY19	**$**	**2,224,239.97**
Payments to date FY19	**$**	**(685,588.76)**
FY19 Funding remaining	**$**	**1,538,651.21**
FY19 Funding remaining	**$**	**1,538,651.21**
Project balance remaining	**$**	**1,487,623.90**
Difference	**$**	**51,027.31**

DRAFT

PRPL Renovation Cost Tracking: HS working draft

Additions	Description	Cost	Funding	Approved	Note
Change order #1	Children's door auto operators (phase 3)	$ 8,350.00	Allowance	Oct?	phase 3; pending; requested credit for original hardware
Change order #2	3rd floor conference workroom construction	$ 4,375.00	Allowance	B	phase 1 ; moved from PC 18
Change order #5A	Door for closet under stairs	$ 252.00	Allowance	HS	phase 1
Change order #7	3rd floor ceiling structure	$ 880.00	Allowance	HS	phase 1
Change order #8	Additional drywall by old entrance & media lab soffits	$ 4,695.00	Allowance	HS	phase 1
Change order #9	Additional outlets & lighting	$ 2,150.00	Allowance	HS	phase 1
Change order #10	Media lab outlet; enclosure under stair	$ 1,060.00	Allowance	HS	phase 1
Change order #11	Eliminate 3rd floor chases	$ (700.00)	Allowance	HS	phase 1
Change order #12	Heavy floor patch		Allowance	-	StudioGC rejected ($880)
Change order #14	Additional night-light per village	$ 660.00	Allowance	HS	phase 2
Change order #15	Additional demo in workrooms; plaster patch; relocate door	$ 1,820.00	Allowance	HS	phase 2
Change order #17	Various items requested by city inspectors	$ 3,450.00	Allowance	HS	phase 1 & 2
Change order #18	Thermostate relocation	$1,595.00	Allowance	HS	phase 2; 9/28/18
Change order #19	Additional carpet at 3 sets of stairs (omitted in error)	$11,550.00	Allowance		phase 3; SGC will split; requested updated CO to send to JE & PL
	Vestibule credit/heater credit		Allowance		phase 3; proposed
	Millwork credit		Allowance		phase 3; proposed
	Children's bathrooms credit		Allowance		phase 3; proposed
	Concrete floor channel cutting credit		Allowance		phase 3; proposed
	Circulation windows credit		Allowance		phase 3; proposed
	2 phase 2 electrical controls credit		Allowance		phase 3; proposed
	Quiet Room thermostat credit		Allowance		phase 3; proposed
	Reuse store front from foyer to replace sliding glass doors credit		Allowance		phase 3; proposed
Change order #21	Ceiling access panel	$ 535.00	Allowance		phase 1; SGC review
Change order #22	Plaster ceiling demolition	$ 3,460.00	Allowance		phase 3; SGC review
Change order #23	Keyed switches at shades		Allowance		TBD
Change order ?	Additional demo phase 3		Allowance		phase 3; SGC review
Change order #24	Remove exisitng ceramic floor tile in lobby	$ 8,285.00	Allowance		phase 3; requested updated CO to send to JE & PL
Change order #25	Ceiling/soffit unforeseen conditions		Allowance		phase 3; SGC review
Change order #26	Additional low voltage boxes in Children's ceiling	$ 2,586.00	Allowance	HS	phase 3; 11/2/18
		$ 55,003.00			
Architectural fees @ 8.97%	For bid alternates #2, 4	$ 3,072.00	Capital	HS	
Changer order #5	Window shades staff B	$ 2,958.03	Capital	B	phase 1-3
Holian	Asbestos abatement & air quality testing	$ 7,300.00	Capital	HS	phase 1; approved by MR/CFE
Holian	Asbestos abatement	$ 13,150.00	Capital	HS	phase 2-3; approved by MR/PL/JE
LFI	Relocate steel shelving from Teen to 2 staff workrooms	$ 2,300.00	Capital	HS	phase 1 & 3
LFI	Shelving cut-down	$ 1,800.00	Capital	HS	phase 1; per city inspector
LFI	Balance from Children's workroom furniture	$ 3,536.00	Capital	B	phase 3; Board approved 10/16
		$ 34,116.03			
Change order #6	Duct cleaning	$ 18,300.00	Operating	Jan?	consider post-renovation
Rent-a-crate	Cart rental	$ 56,170.00	Operating	B	on target as of 10/31
Change order #16	Janitor closet faucet	$ 1,300.00	Operating	HS	
		$ 75,770.00			
Bid alternate #4	Fireplace	$ 11,924.00	Gift	B	
Change order #20A	Dumbwaiter scope increase	$ 86,364.43	Gift	B	phase 3; Board approved 10/16
		$ 98,288.43	Gift		
Change order #3/Bid alternate #2	Window shades public	$ 26,125.00	PC 17	B	phase 1-3
Changer order #4	Window shades staff A	$ 2,975.97	PC 17	B	phase 1-3
		$ 29,100.97			
Change order #13	2nd floor ceiling drywall	$ 27,655.00	PC 18	B	phase 2
LFI	Children's workroom furniture	$ 19,195.00	PC 18	B	phase 3; Board approved 10/16
		$ 46,850.00			
				COMPLETED	
Updated 11.6.18				PENDING	

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
HELD OCTOBER 2, 2018 AT 8:30 P.M. IN THE SECOND FLOOR MEETING ROOM OF CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Joshua Kiem, Chair; Karen Burkum, Stevan Dobrilovic *(via phone)*, Joseph Egan, Patrick Lamb, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann, Gareth Kennedy

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Charlie Melidosian, Library Liaison

Approval of Remote Attendance

Motion approved during Building & Grounds Committee allowing Mr. Dobrilovic's attendance via remote means.

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes for the Planning & Operations Committee meeting held August 14, 2018

Mr. Egan SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Review Annual Board Calendar with Proposed Revisions

Ms. Smith reviewed the updated Annual Board Calendar.

It is the consensus of the Committee that whether or not Planning & Operations Committee meets in any given month, the Annual Board Calendar should be in the COW (Committee of the Whole) packet for the Trustees to review.

Other None

Adjournment: 8:38 p.m.

Joshua Kiem, Chair

DRAFT

Memorandum

Memo Date: November 7, 2018

From: Angela Berger

Meeting Type: Planning & Operations COW (Committees of the Whole)

Meeting Date: November 13, 2018

Action Requested: ☒ For approval

Subject: Resolution to Modify Anti-Harassment Policy

Background

On December 19, 2017, the Board adopted an Anti-Harassment policy, as required by Public Act 100-0554 which required units of government (including libraries) to adopt a resolution establishing a policy to prohibit sexual harassment. The policy that was adopted by the Library in December, 2017 mirrored the policy that the City adopted, as Library employees are covered, as City employees, by the City's Policy Manual.

Since that time the Illinois General Assembly enacted Public Act 100-1066, which expanded the timeframe for filing charges of discrimination with the Illinois Department of Human Rights from 180 days to 300 days.

The attached policy resolution will amend the policy and direct the required change to the *City of Park Ridge Employee Manual, Library Appendix*.

Recommendation

Approve a resolution amending a policy for sexual harassment for the Park Ridge Public Library.

Attached

- Resolution # 2018-2 – Resolution Amending the Sexual Harassment Policy Contained in the *Library Appendix of the City of Park Ridge Employee Manual*

CITY OF PARK RIDGE
PARK RIDGE PUBLIC LIBRARY

RESOLUTION NO. 2018-2

A RESOLUTION AMENDING THE
SEXUAL HARASSMENT POLICY CONTAINED IN THE
LIBRARY APPENDIX* OF THE *CITY OF PARK RIDGE EMPLOYEE MANUAL

WHEREAS, last year, the Illinois General Assembly enacted Public Act 100-0554 establishing certain requirements for the adoption of sexual harassment policies;

WHEREAS, in accordance with the new law, the Park Ridge Public Library adopted its sexual harassment policy, which amended policy was incorporated into the *City of Park Ridge Employee Manual, Library Appendix*; and

WHEREAS, subsequent to the City's adoption of the policy, the Illinois General Assembly enacted Public Act 100-1066 expanding the time frame for filing charges of discrimination with the Illinois Department of Human Rights (IDHR) from 180 to 300 days; and

WHEREAS, in order to comply with P.A. 100-1066, the Park Ridge Public Library Board desires to amend the *City Employee Manual, Library Appendix* to modify the time frame for filing charges with the IDHR.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Park Ridge Public Library, as follows:

SECTION 1: Section 8.4(b) of the *City of Park Ridge Employee Manual, Library Appendix* is hereby amended to hereafter be and read as follows:

"b) The policy provides for immediate notice of problems to the City personnel listed above, so that the City may address and resolve any problems without waiting for any legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the IDHR within 300 days of the occurrence or with the EEOC within 300 days of the occurrence at:

Illinois Department of Human Rights
100 W. Randolph Street, Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity Commission
500 West Madison Street, Ste. 2000
Chicago, IL 60661-2511
(800) 669-4000"

DRAFT

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval according to law.

SECTION 3: The Human Resources Manager for the City of Park Ridge is hereby authorized and directed to amend the *Employee Manual, Library Appendix* consistent with this Resolution.

SECTION 4: Should any section or provision of this Resolution be declared to be invalid, that decision shall not affect the validity of this Resolution or the *Employee Manual, Library Appendix*, as a whole or any part thereof, other than the part so declared to be invalid.

Adopted by the Board of Trustees of the Park Ridge Public Library this 20th day of November, 2018

VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this 20th day of November, 2018:

_____
Michael Reardon, President
Library Board of Trustees

ATTEST:

_____
Gareth Kennedy, Secretary
Library Board of Trustees

4833-3565-5545, v. 1

DRAFT

Park Ridge Public Library

Memorandum

Memo Date: November 6, 2018

From: Heidi Smith

Meeting Type: Library Board COW (Committees of the Whole)

Meeting Date: November 13, 2018

Action Requested: ☒ For consensus

Subject: Library Board meeting conflicts with 2019 Council meetings

When there is a holiday occurrence that conflicts with a City Council meeting, the City Council has moved all such meetings to the following day. Therefore, the following highlighted dates of Library Board/Library Committee meetings reflect a conflict with scheduled Council meetings in Council Chambers.

Does the Library Board want to move meeting location and/or day for these highlighted dates?

Regular Committee meetings *The Committee meetings take place AT THE LIBRARY at 7:00pm on the 2nd Tuesday of each month.*	**Regular BOARD meetings** *The "regular" Board meeting takes place AT CITY HALL IN Council Chambers at 7:00pm on the Tuesday following the week of Regular Committee meetings.*
January 8, 2019 February 12, 2019 March 12, 2019 April 9, 2019 May 14, 2019 June 11, 2019 July 9, 2019 August 13, 2019 September 10, 2019 October 8, 2019 November 12, 2019 *meeting is at Library* December 10, 2019	January 15, 2019 February 19, 2019 *will have to meet at Library same day **or** move date in order to use Council Chambers (Washington's birthday)* March 19, 2019 April 16, 2019 May 21, 2019 June 18, 2019 July 16, 2019 August 20, 2019 September 17, 2019 October 15, 2019 *will have to meet at Library same day **or** move date in order to use Council Chambers* November 19, 2019 December 17, 2019

Park Ridge Public Library

BOARD OF TRUSTEES – ANNUAL TASK CALENDAR

MAY
- APPROVE RATE FOR NON-RESIDENT LIBRARY CARDS
- ANNUAL REVIEW OF POLICY AND PROCEDURE MANUAL
- SECRETARY REVIEW OF CLOSED MINUTES

JUNE
- NOMINATING COMMITTEE APPOINTED
- RECEIVE ANNUAL REPORT
- ANNUAL ASSESSMENT OF FACILITY

JULY
- WELCOME NEW AND REAPPOINTED BOARD MEMBERS
- ELECTION OF NEW OFFICERS
- BOARD COMMITTEE CHAIRS ASSIGNED
- CONSIDER FUTURE CAPITAL PROJECTS

AUGUST
- DISCUSS AND APPROVE CAPITAL BUDGET

SEPTEMBER
- REVIEW GOALS OF OPERATING BUDGET

OCTOBER
- REVIEW DRAFT BUDGET SUMMARY
- APPROVE LEVY RESOLUTION
- MID-YEAR DIRECTOR PERFORMANCE FEEDBACK

NOVEMBER
- REVIEW PER CAPITA GRANT APPLICATION REQUIREMENTS
- CITY REVIEWS LEVY RESOLUTION
- SECRETARY REVIEW OF CLOSED MINUTES

DECEMBER
- APPROVE PER CAPITA GRANT APPLICATION
- CITY APPROVES LEVY RESOLUTION

JANUARY
- FIRST DISCUSSION OF OPERATING BUDGET

FEBRUARY
- BEGIN DISCUSSION OF SALARY PLAN
- BEGIN DISCUSSION OF I.T. SERVICE CONTRACT
- APPROVE ANNUAL OPERATING BUDGET
- RECEIVE DIRECTOR SELF-EVALUATION AND GOALS

MARCH
- SELECT ANNUAL LIBRARY AWARD WINNER
- FINALIZE EVALUATION OF LIBRARY DIRECTOR
- FINALIZE DIRECTOR GOALS
- APPROVE SALARY PLAN
- I.T. CONTRACT REVIEW

APRIL
- PRESENT AWARD TO LIBRARY AWARD WINNER
- EVALUATE LIBRARY DIRECTOR AND REVIEW GOALS

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
RESOURCES COMMITTEE OF THE WHOLE
HELD AUGUST 14, 2018 AT 8:59 P.M. IN THE SECOND FLOOR MEETING ROOM OF CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Stevan Dobrilovic, Chair; Karen Burkum, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: Joseph Egan *(left at 8:59 p.m.)*

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Melidosian, Park Ridge, Library Liaison

Approval of Minutes

Mrs. Foss-Eggemann made a

MOTION: to approve the minutes for the Resources Committee meeting held July 10, 2018.

Mr. Reardon SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

Discussion of *Little Free Libraries* Initiative – *Marion's Mark*

The Committee reviewed the memo providing background information on the *Marion's Mark* program funded by the Sitkiewicz family in honor of their mother. One of the proposed initiatives of the program is placement of the *Little Free Libraries* in the community. The Committee discussed the role of the Library in the program. Ms. Smith will pursue options for public spaces and further staff contributions at the next scheduled *Marion's Mark* meeting.

Other None

Adjournment: 9:17 p.m.

_____
Stevan Dobrilovic, Chair

DRAFT

NO
September 2018
October 2018
Library Resources
Committee Meetings

(No action items.)

Memorandum

Memo Date: November 7, 2018

From: Heidi Smith

Meeting Type: Library Board COW (Committees of the Whole)

Meeting Date: November 13, 2018

Action Requested: ☒ For information ☒ For consensus

Subject: Fulfilment of Requirements for FY19 Per Capita Grant Application

Requirements for FY19 Per Capita Grant Application

☐ **Standards Chapter Review, Public Service –** The Library Director and the Board of Trustees shall review and report on progress in meeting *Chapter 8, "Public Services: Reference and Reader's Advisory Services"*, of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

Staff are preparing an assessment to support this discussion; it will be included in the packet for the November 20 Board meeting.

☐ **Trustees Fact File –** Review chapters 6-10 of the *Trustee Facts File Third or Fourth Edition*, placing particular emphasis on *Chapter 8, "Human Resources"*.

Please review the content at this link prior to discussion at our November 20 Board meeting: https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf

☐ **Continuing Education –** Library staff and at least one Trustee will complete an educational program in calendar year 2018 focusing on meeting the needs of patrons with challenges or disabilities.

The original grant requirements specified more than one Trustee, not "at least one" trustee. To date, I have received confirmation from only one Trustee that they have completed this requirement. We have met this requirement, but if you have not yet watched or read pertinent content, I have included two links below.

I will include a statement regarding the Library's "commitment to serving patrons with challenges, disabilities or differences" in the Grant application and will provide a copy of the application to the Board for approval at the December 18 Board meeting.

View the session here: http://ala.adobeconnect.com/p3x4aww3b0o/
Read the transcript or download complementary documents here: http://www.ala.org/ascla/documents-accessibility-academy

☐ **Planned Use of Funds –** Describe how the Library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0". Use general categories in identifying actual planned expenditures.

Our response: The Park Ridge Public Library will use 2019 Per Capita Grant funds to purchase resources for the Library's collections in order to meet the standards in Chapter 7, "Collection Management and Resources Sharing", of Serving Our Public.

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Park Ridge Public Library

Memorandum

Memo Date: November 8, 2018

From: Angela Berger

Meeting Type: Library Resources COW (Committees of the Whole)

Meeting Date: November 13, 2018

Action Requested: ☒ For approval

Subject: Bid Opening for Computer Replacement Project

Background

The Library has not been on a regular computer replacement schedule in anticipation of the renovation project. As a result, both patron and staff computers are in need of replacement.

In order to obtain competitive pricing, the Library issued a bid document for the acquisition of up to 100 desktop computers and up to 20 notebooks. This quantity would provide for replacement of all patron computers and those older staff computers that cannot be upgraded to a newer operating system. Notebooks are being used to provide patron programs for technology training.

Bid documents were sent to 15 prospective bidders who registered on our website to receive the documents. The Library received five bids for replacement of desktop and notebook computers. For both desktops and laptops, four of the bids received were closely clustered in price.

Bids include cost of hardware only. Once the number of units to be installed is finalized, Computer View, Inc., our IT service provider, will provide pricing for installation and configuration.

Pricing for desktop models was obtained as a separate line item on the bid from that for notebook computers so that the Library can accept the lowest bidder by line item, rather than in the aggregate.

Timing

Once the lowest, qualified bid(s) is/are accepted by the Board, we anticipate issuing a purchase order in December for the replacement of desktop models. This would allow time for configuration, and installation after the completion of the renovation.

We anticipate delaying the purchase of notebooks until the renovation is complete and a schedule of programming for patron training has been developed. A purchase order for laptops is planned for January, 2019.

Recommendation

References are being checked for the two lowest bidders for both desktops and notebooks. Pending the receipt of positive recommendations, staff recommends the following motions**:**

MOTION #1: to accept the bid from Computer View, Inc., 2035 S. Arlington Heights Road, Suite 121, Arlington Heights, IL for the purchase of up to 100 desktop computers, as specified in *Specifications and Contract Documents 2018-02,* at a cost of $1,055 per unit.

MOTION #2: to accept the bid from Civitas IT, LLC, 401 N. Michigan Avenue, Suite 1200, Chicago, IL for the purchase of up to 20 notebook computers, as specified in *Specifications and Contract Documents 2018-02,* at a cost of $1,292 per unit.

Attached

- Bid tabulation

Park Ridge Public Library
Desktop and Notebook Replacement Project
PRPL-2018-02

Vendor	Per unit Bid - Desktops	Per unit Bid - Notebooks
Computer View, Inc.	$1,055.00	$1,335.00
DSN Group	$1,227.00	$1,501.00
CDW-G	$1,100.00	$1,341.00
Civitas IT, LLC	$1,070.00	$1,292.00
Hypertec Direct**	$1,028.14	$1,065.00

** Section 1.4 of the General Conditions and Instructions to bidders require that proposals submitted be attached to the remainder of the bid document. This bidder's proposal included only the proposal and related certifications. This bid is not considered responsive due to the above ommission.