

MINUTES
PARK RIDGE PUBLIC LIBRARY BOARD OF TRUSTEES

20 S. Prospect Ave., Park Ridge, IL 60068
Regular Meeting of the Budget & Finance Committee of the Whole
Held in Library 3rd Floor Meeting Room
Tuesday, August 13, 2019 at 7:35 p.m.

CALL TO ORDER

Treasurer Stevan Dobrilovic called the meeting to order at 7:35 p.m.

Trustees Present: Lauren Rapisand, Vice-President; Stevan Dobrilovic, Treasurer; Joshua Kiem, Secretary; Karen Burkum, Alexandra Hanba, Patrick Lamb, Michael Reardon, David Somheil
Trustees Absent: Gareth Kennedy, President (did not attend remotely; called to listen)
Others Present: Heidi Smith, Library Director; Barbara Larson, Library staff; Charlie Melidosian, City Council Liaison

APPROVAL OF MINUTES

Trustee Reardon made a

MOTION: to approve the minutes for the March 12, 2019 Budget & Finance meeting.
Vice President Rapisand seconded the motion.

Voice Vote: Yes: Burkum, Dobrilovic, Kiem, Lamb, Rapisand, Reardon
Abstain: Hanba, Somheil
Absent: Kennedy

Motion Passed.

FY2020 CAPITAL PROJECT

Treasurer Dobrilovic and Director Smith summarized the memo regarding the roof ice-melt project budget. The Library budgeted \$60,000 for the base scope (two sides: Prospect and parking lot elevations) based on a preliminary quote from roof ice-melt system provider Delta Therm and an assumption that existing electrical service that supported a previous roof system would be sufficient. Project architect Green Associates' provided a statement of probable cost for the base scope of work at \$104,806. A probable cost estimate is being prepared by Green Associates for two alternates – one for the installation of the system above the employee entrance and a second alternate for installation of the system above the Touhy Ave entrance. Director Smith explained the reasons for the higher than expected cost of the base project provided by Green Associates architect Andrew Jose as the following:

1. Cost of mobilization for a lift, as well as the way the system will need to be attached to the slate roof, was estimated at \$15,000 which was not included in the project budget.
2. Per electrical code, a dedicated circuit is required. The existing circuit from the old system currently has 20 of its 100 amps dedicated to lighting. This cost is estimated at an additional \$10,000.
3. Green Associates provided very conservative estimates for contractor "general conditions," "overhead," and "profit" which make up the remaining difference over the original budget estimate.

The estimate of probable cost is conservative so that the library does not have any other unwelcome surprises. The library will know the actual cost of the project only after contractor bids are received in September, but Green Associates expects the bids to be within the statement of probable cost, and possibly lower, once bids come in.

Based on Library Facility Manager John Priala's recommendations and Mr. Jose's summary, Director Smith recommended the Board approve an increase in the budget for FY20 roof ice-melt project, from \$60,000.00 to \$130,000.00. This amount includes extra funds for the Board to be able to consider installation of the ice melt system for additional parts of the roof to be bid as "alternates," which are described above.

Further discussion of the alternates to the base scope and questions about the system and its need ensued.

Trustee Reardon made a

MOTION: to approve a budget increase for FY20 roof ice-melt project, from \$60,000.00 to \$130,000.00
Secretary Kiem seconded the motion.

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Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Lamb, Rapisand, Reardon, Somheil
Absent: Kennedy

Motion passed unanimously.

FY20 CAPITAL BUDGET AMENDMENT

As the FY19 renovation and columns projects will be completed in FY2020, the FY20 capital plan and budget must be revised to include final costs. This is not an approval of an increased project budget, but an approval to budget for the remaining contract costs of \$200,000 in FY20 since the two projects were not closed out in FY19. This is in addition to the increase in the budget for the FY20 roof ice-melt project budget by \$70,000.

The proposed changes require an amendment to the FY20 Library Capital Budget by the Library Board and the City Council's approval of the increase to the roof ice-melt system project. It also requires submitting an updated FY20 capital plan to City Council.

Treasurer Dobrilovic made a

MOTION: to approve FY20 Capital Budget Amendment for \$270,000.00, an increase from \$100,000.00 to \$370,000.00.

Vice President Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Lamb, Rapisand, Reardon, Somheil
Absent: Kennedy

Motion passed unanimously.

BOARD DEVELOPMENT

Regarding the roles of library director and governing board, Director Smith shared excerpts from Illinois Library Association and American Library Association publications regarding the distinct roles prior to the meeting and asked for comments or questions. In summary, trustees discussed that achieving a balance between trustee curiosity about operational aspects of the library and the information required for library governance will require open communication from all parties. In addition, it was emphasized that trustee expertise is available to the director upon request and reiterated that the Board should serve an accountability and governance function, and not a management function. Specific examples were discussed.

Regarding governance of Illinois municipal libraries, Director Smith shared a brief overview of the observed responsibilities of the library and its corporate authority, the City of Park Ridge. Director Smith offered no legal opinion, but shared some of the practices she has observed about how home rule has been applied to municipal libraries in Illinois. In addition, Director Smith shared some examples from her rough draft of an operations summary of the relationship between the Library and the City. The trustees gained consensus in support of Director Smith's recommended next steps to review and complete the list with feedback from City Manager Joe Gilmore with the goal of gaining stability.

Regarding Roberts Rules of Order in general, Director Smith shared a sample meeting script and reviewed a few recommended changes to current parliamentary practices of the Board.

OTHER

Trustee Lamb shared a brief update regarding completion of remaining punch list items by Construction Solutions, Inc. Darren Schretter of StudioGC will attend the August 20th Board meeting.

ADJOURNMENT

Meeting adjourned at 9:23 p.m.