

**MINUTES**  
**PARK RIDGE PUBLIC LIBRARY BOARD OF TRUSTEES**  
20 S. Prospect Ave., Park Ridge, IL 60068  
Regular Meeting of the Building & Grounds Committee of the Whole  
Held in Library 3<sup>rd</sup> Floor Meeting Room  
Tuesday, July 9, 2019 at 7:12 p.m.

**ROLL CALL:**

**TRUSTEES PRESENT:** Patrick Lamb, Chair; Karen Burkum, Stevan Dobrilovic, Alexandria Hanba, Gareth Kennedy (*via phone*), Joshua Kiem, Lauren Rapisand, Michael Reardon, David Somheil

**OTHERS PRESENT:** Heidi Smith, Library Director; Barbara Larson, Library Staff; Alderman Melidosian, Library Liaison; Rick McCarthy, Darren Schretter, StudioGC

**Approval of Minutes**

Trustee Reardon made a

**MOTION:** to approve the minutes of the June 11, 2019 Building and Grounds Committee meeting  
Trustee Rapisand SECONDED the motion.

Voice vote:

Yay: Burkum, Dobrilovic, Lamb, Kennedy, Kiem, Rapisand, Reardon

No: None

Abstained: Hanba, Somheil

MOTION PASSED

**Capital Projects Update**

Mr. McCarthy introduced Mr. Schretter, the Library's new project manager from StudioGC for both the renovation and the column replacement project. Mr. Schretter updated the Board about his June 27<sup>th</sup> meeting with representatives from the Library and Construction Solutions, Inc. (CSI) regarding the renovation, including that the next day CSI completed a reported 5 out of 23 remaining punch list items. Mr. Schretter has a follow-up meeting with Library Facility Manager John Priala to confirm the work was completed to his satisfaction.

Mr. Schretter's goal is for CSI to complete remaining punch list items by July 15<sup>th</sup> with the exception of the elevator panel laminate. The Library accepted a credit and will use the services of a local vendor to cover the elevator panels with laminated vinyl rather than laminate as originally planned.

Mr. Schretter drafted a letter summarizing work still outstanding including a preliminary opinion on items Mr. Priala brought to StudioGC's attention in June. If there is a deficiency in any work completed by CSI, they will fix it with a target for completion by the end of July. Mr. Schretter will finalize the letter and punch list and will submit it to CSI and the Library.

Tile for the 3<sup>rd</sup> floor toilet room to replace the poorly installed tile is scheduled to arrive the week of July 15<sup>th</sup>. Mr. Schretter will update the Board at their July 16<sup>th</sup> meeting. The Library rejected the proposed credit for the work as it was too low, so the work will continue.

Director Smith reported that CSI will not meet 30 day deadline issued by the Board in June. The Board can consider the final change order request for approval in August.

Director Smith will propose a FY20 Capital Budget amendment in August to pay for remaining work and 10% retainage, originally budgeted for FY19.

Mr. Schretter then provided an update on the Column Replacement Project. Product manufacturer Cheyenne will not send a representative to inspect the columns; they assert that they were

manufactured and installed correctly. The contractor who completed the work K.M. Holly stands by the installation. The columns don't match StudioGC's shop drawings which do include seams, but not a lipped edge. Cheyenne said they should sand them down, but the finish could come off. They could try a grinder and end up with a wider joint, but then the surface might get wavy. Mr. Schretter will pursue options including the possibility of a sanded sealant; mortar would be too inflexible. Holly has paid the manufacturer. Mr. Schretter shared that he doesn't currently see any great options, but will report back in a week.

### Green Associates

Trustee Lamb confirmed that Agreement B101 includes the Library's option to hire an independent construction manager.

Trustee Dobrilovic commented on B221 contract, requesting that the description of work more clearly explain that Green Associates will provide architectural services, not installation. He also recommended a flat fee for some of the basic services to limit some of the risk to the Library involved in having an hourly rate.

Director Smith confirmed the current budgeted amount for the total project is \$60,000. Director Smith will contact Green to discuss the above comments prior to the Board's approval.

Trustee Reardon made a

**MOTION:** to approve master agreement AIA Document B101 – 2017 with Green Associates for general architectural services

Trustee Hanba SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Director Smith clarified the law and policy for engaging professional services. When the Library has a "satisfactory relationship" with an architect, there is no bid requirement.

Trustee Reardon made a

**MOTION:** to approve contract AIA Document B221 – 2018 with Green Associates for architectural services for the roof snow melt system

Trustee Hanba SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

### FY2021-2025 Capital Plans

Director Smith asked if any additional discussion was needed or if there were any questions since this was presented at the June meeting.

Trustee Reardon made a

**MOTION:** to approve capital plans for FY2021-FY2025 for submission to the City of Park Ridge

Trustee Lamb SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

### FY2021 Capital Budget

Trustee Reardon made a

**MOTION:** to approve capital budget for FY2021 for \$920,000

Trustee Lamb SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

**Other** The Nominating Committee met to create a recommended slate for officer elections.

President: Gareth Kennedy  
Vice President: Lauren Rapisand  
Secretary: Josh Kiem  
Treasurer: Stevan Dobrilovic

At the Nominating Committee meeting, President Reardon spoke to the Committee highlighting key areas he believed the new officers would need to address during the forthcoming year and asked the Nominating Committee to consider the skills needed to address them when deliberating on nominations. The key areas were given as: Development of the Strategic Plan; the Business Policy; and the long term levy rate. Trustee Reardon then left the meeting.

The Nominating Committee then engaged in a discussion about the Trustees that expressed interest in filling Board Officer positions and reached agreement on the nominating slate that it would propose to the Board.

President Reardon had shared his perspective on a practice for advancing trustees through various offices; however, the Nominating Committee did not discuss this nor is there any recommendation to alter the bylaws or library practices.

At the July 16<sup>th</sup> meeting, nominations will be accepted from the floor prior to balloting for each position as needed.

**Adjournment:** 8:19 p.m.