

Palos Heights Public Library Board of Trustees

Meeting of January 27, 2022

President Burek called the meeting to order at 7:00 PM. The meeting was conducted virtually on the Zoom platform and recorded.

The Secretary called the roll and the following Trustees were present: Trustees Burek, Snow, Foertsch, Jankowski, Rhodes, and Zubik. Trustees Fear, Georgis and new Trustee Patrick Keogh were absent. The President declared a quorum present. Note: Trustee Georgis arrived after roll call taken.

Library Director, Jesse Blazek, and Business Manager Terry Fleckenstein were present. Owners' representative Dan Eallonardo was present. Dan Pohrte and Tiffany Nash from the architectural firm of Product AD were also present. No members of the public were present, nor was any public comment delivered to the Director via email for reading at the meeting.

Minutes of the Meeting of November 18th were reviewed. On motion of Trustee Snow and second by Trustee Jankowski, to approve the minutes, a vote was taken. The minutes were approved and will be filed.

All votes at this virtual meeting will be roll call votes.

The President proceeded to the New Business portion of the agenda for the reports of Product AD and Mr. Eallonardo on the outcomes of our public bidding process.

Information, including exhibits, was provided to the Trustees by Mr. Pohrte, Ms. Nash, Mr. Eallonardo and Director Blazek about the bidding process which had recently concluded. Price increases had been predicted and were manifested in the bids. The project was broken down into multiple contracts for separate bids on furniture and furnishings specified in the design. Certain elements had been identified by our team as potentially *deductible* from the main bid, in order to meet the project budget. These elements were described to the Trustees, including both the reasoning for the deducts and the possibility of being *added* at a later date when funds were secured. Bidders making the lowest bids were also vetted our Owner's Representative's experience in the library build community and he answered Trustees' questions in that regard. The Director and Tiffany Nash have provided this officer, and the Trustees, with a Memorandum of these separate bid packages, as well as the 'deducts' and the 'adds', which Memorandum is attached to these minutes, and made a part hereof, for accuracy. The motion activity on the contracts being offered to the lowest approved bidders are:

Trustee Foertsch moved to award the Construction contract for the YTS Renovation project to **Lo Destro Construction** based upon their bid of \$737,000, deducting alternates # 1 and #3 (Litebright and Steelcase). His motion was seconded by Trustee Jankowski and carried on a roll call vote.

Trustee Snow moved to award the furniture contract to **Interiors for Business**, based upon their base bid of \$22,874.00 for Bid package #1 (in Memorandum). Trustee Zubik seconded the motion and on a roll call vote, it carried.

Trustee Zubik moved to award the contract for Bid package #2 (memorandum) to **Forward Space** based upon their bid of \$19,121.84. After Trustee Jankowski seconded the motion it carried on a roll call vote.

Trustee Foertsch moved to award the contract for furniture package #3 (memorandum) to **Library Furniture International**, based upon their bid of \$218,816.56. Trustee Rhodes seconded this motion and it carried on a roll call vote.

A motion to buy the rest of the chairs in the furniture specifications, directly from vendors **Interior Investments, K1, and Agati** for a total not to exceed \$75,537.31 was made by Trustee Snow and seconded by Trustee Zubik. This motion passed by roll call vote.

Returning to the Treasurer's report at the top of the agenda, President Burek called upon Trustee Foertsch. He moved for the approval of the General Fund Bills for the month of November, 2021 totaling \$119,198.38. Trustee Jankowski seconded. The motion carried on roll call vote. Trustee Foertsch then moved to approve the Special Reserve Fund bill for the month of November 2021 in the amount of \$38,193.24, and Trustee Zubik provided the second. The motion carried on a roll call vote. Trustee Foertsch next moved to approve the Treasurer's Report for the month of November 2021. Seconded by Trustee Zubik, this motion carried on a roll call vote.

Treasurer Foertsch moved to the December finances by asking for the approval of the General Fund bills for the month of December 2021 in the amount of \$161,175.00. His motion to approve was seconded by Trustee Georgis and on a roll call vote the motion carried. Trustee Foertsch moved to approve the Special Reserve Fund bills for the month of December 2021 in the amount of \$18, 810.83. This motion was seconded by Trustee Zubik and carried on a roll call vote. Trustee Foertsch moved to approve the Treasurer's report for December 2021 and Trustee Zubik seconded the motion. The motion carried on a roll call vote.

The President then gave her report. The Mayor has appointed Patrick Keogh to our Board of Trustees. While he had been sworn in, Trustee Keogh was unable to attend this meeting. The President reported that her letter requesting donations from the community, included in the recent issue of the PageTurner, had already resulted in the receipt of donations, evoking some discussion from the Trustees.

Director Blazek reported next, consistent with his Director's Narrative. He is attempting to arrange a personal meeting with the newest Trustee. No correspondence had been received to share.

President Burek called upon Committee Chairmen to report and the following reports were given:

Trustee Foertsch will make his Budget and Finance Committee report in the New Business portion of the agenda.

Trustee Burek, in her capacity as Chair of the Building and Grounds Committee, reviewed the current status of the HVAC system upgrades, previously approved, and stated that the work is progressing well. The concrete circle on the north side of the building has been finished and the possible augmentation of it with a fountain remains to be considered and designed.

Trustee Snow, reporting as Friends of the Library Liaison, reminded the Trustees of the upcoming Book Sale beginning February 4th, and the need for volunteers to staff it.

Trustee Zubik's Policy Committee report will be taken up in Unfinished Business.

The Unfinished Business of the Zanardo and Osterberg estates does not require action but will remain on the agenda, and be deferred to next month's Board meeting.

As to the Unfinished Business of Policy amendments, Trustee Zubik and the Director had proposed language for the Persons Without Rides Policy and the Unattended Children Policy. After they first appeared on the Board's agenda, the matters had been discussed with the Palos Heights Police Department and staff, and were now ripe for consideration by the Board. Trustee Zubik moved to approve the amended Persons Without Rides Policy and a seconded was provided by Trustee Snow. There was discussion before the vote was taken, and then a roll call vote carried the motion.

The second policy under consideration was the Unattended Children Policy, approval of which was moved by Trustee Zubik, and seconded by Trustee Snow. This motion carried on a roll call vote.

Treasurer, Trustee Foertsch presented the recommendations of the Budget and Finance Committee. The annual presentation of the Library's Appropriations for 2022 is due to the City in March. With a preliminary explanation of appropriations generally, Trustee Foertsch moved that we present an Appropriations Resolution in the amount of \$3,799,871. Trustee Zubik seconded the motion and, on a roll call vote, the motion carried.

It was also the recommendation of the Finance Committee that \$171,206 be transferred to the Special Reserves Fund from the General Fund. Trustee Foertsch so moved and Trustee Snow seconded. On a roll call vote, the motion carried.

After reporting on matters in progress, with regard to the Building and Grounds, Trustee Burek, Committee Chairman, did not have recommendations for action.

Approval was sought by the Director for Expenditures from the Special Reserves Fund, as required for expenditure in excess of \$5000. Trustee Snow moved to approve a payment to Product A&D in the amount of \$12,030.24. Trustee Foertsch seconded the motion, and it carried on a roll call vote.

Trustee Burek called for a motion to adjourn the meeting, which was offered by Trustee Snow and seconded by Trustee Jankowski. The meeting was adjourned at 8:43 PM.

The next meeting of the Board of Trustees is on February 17, 2022.