

THE BOARD OF LIBRARY TRUSTEES OF THE  
LINCOLNWOOD PUBLIC LIBRARY DISTRICT  
LINCOLNWOOD, ILLINOIS

Regular Board Meeting

September 20, 2007

7:30 p.m.

CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Talaganis at 7:32 p.m. on September 20, 2007, in the Library's Board/Conference Room.

ROLL CALL

Trustees Present: Talaganis, Alper, Beard, Fields, Gimbel, Klatzco, and Martel.

Trustees Absent: None.

Staff Present: *Library Director Jack Hurwitz; Head of Technical Services Shao-Chen Lin; and Head of Community Relations-Library Programs Coordinator Julie Anne Nitz-Weiss (who arrived later in the meeting).*

Visitors Present: Mr. Tony Carolin, a representative of Autumn Landscaping, Inc., one of the contractors who submitted a bid for the library's parking lot expansion project.

CONSENT AGENDA

ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve **Minutes** of the August 23, 2007, 2007 Regular Board meeting.
- Approve and Release for Public Inspection **Minutes** of the Closed Session at the August 23, 2007 Regular Board meeting.
- Approve **Motion to Destroy the Audio Recordings** of the Closed Sessions held at the following Board meetings: 10/27/05; 11/17/05; 1/19/06; and 2/23/06.
- Approve **Financial Report** for period ending 8/31/07.
- Approve **Disbursements** for the period 8/1/07 through 8/31/07 from the Bank of Lincolnwood NOW account. (There were no disbursements from the Bank of Lincolnwood Special LSTA Grant account during this period.)
- Receive Reports of Standing Committees (There were none this month.)

LIBRARY DIRECTOR'S REPORT

*Library Director Hurwitz* referred the Board to his own and the other reports contained in section "D" of the Board meeting packet, indicating that all of the items therein, with the exception of department head reports, were to be taken up elsewhere on the meeting agenda. He reminded the Board about the upcoming Lincolnwood Chamber of Commerce *Salute to Business Gala* on November 2, RSVPs for which are needed by October 12. He also indicated that *Head of Youth and Teen Services Sharon Levine*, one of the two department heads whose written quarterly reports were included in this month's meeting packet, is ill today and therefore was unable to attend the meeting. The floor was then given to *Head of Technical Services Shao-Chen Lin*, who presented the highlights of, and responded to questions about, her written quarterly report. Ms. Lin then left the meeting.

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REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported briefly on behalf of the *Friends*. At its recent meeting, the *Friends* Board of Directors elected new officers. In addition, April Vanderporten was appointed to be the Friends' liaison to the library regarding the sign that is to be placed in a section of the library's Youth and Teen Services Department to identify that specific area as "Ms. Flora's Corner" in order to honor the late Flora Morris as well as to acknowledge purchases made from the Flora Morris Memorial Fund.

CORRESPONDENCE AND COMMUNICATIONS

Copies of a letter that President Talaganis received earlier in the week from library user and Lincolnwood resident Jerome Altman were distributed to the Board and the Library Director. President Talaganis asked the other trustees and the Library Director to review this letter—which took issue with the noise level in the library during after-school hours—and to get back to her with their feedback. She will then determine whether or not to respond to the letter before the October Board meeting or wait to discuss the matter at that meeting. In the meantime, she will send a letter to Mr. Altman acknowledging the fact that his letter was received and that copies were distributed to the Board.

AUDIENCE TO VISITORS

Mr. Carolin indicated that he had no comments and was in attendance only to see what the Board decides regarding the bids that were received for the parking lot expansion project.

UNFINISHED BUSINESS

**Parking Lot Expansion Project.** The following items were reported and considered:

- ***Status Report.*** Trustee Martel and *Library Director* Hurwitz reported on the status of the building permit and demolition permit applications. The latter permit requires that the house and other structures on the site be tested for asbestos and that any asbestos that is found be removed by a certified service provide. This process will be expedited and should be completed within the next few weeks. The Board also reviewed the artist's rendering of the expanded parking lot and indicated its satisfaction with the finished product.
- ***Review and Consideration of Bids from Contractors.*** *Library Director* Hurwitz reported that sealed bids for the project were publicly opened as scheduled at 2:00 p.m. this afternoon. Three bids were received as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. Add-on #2 (Ground Irrigation System/w. Pump)</u>	<u>Total</u>
<i>Autumn Landscaping Inc.</i>	\$492,900	\$ 10,900	\$503,800
<i>Frontier Construction, Inc.</i>	\$409,983	\$ 38,500	\$448,483
<i>W. B. Olson, Inc.</i>	\$527,000	\$ 32,081	\$559,081

The bid from *Frontier Construction, Inc.*, the low bidder, did not include the "Project Qualification Requirements" (list of references, name and resume of potential project foreman, and list of proposed subcontractors) stipulated in Section 00300Q-1 of the *Project Bid Manual*. This raises questions as to whether the bid should be considered unresponsive and, therefore, disqualified. After reviewing a letter regarding "Award of Bids" that *Library Director* Hurwitz had previously solicited from library attorney Roger Ritzman, the Board determined that the above-mentioned "defect" with *Frontier's* bid can be construed as a minor technicality and waived because: (1) said defect can be easily and quickly corrected, and (2) *Frontier* did not gain a competitive advantage over the other bidders by virtue of its omission.

- **Actions Regarding Selection of Project Contractor.** ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE TALAGANIS, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE FOLLOWING ACTIONS WERE APPROVED BY THE BOARD:
  - TO CONSIDER THE BID FROM FRONTIER CONSTRUCTION, INC. TO BE "RESPONSIVE" AND THEREFORE QUALIFIED, PROVIDING THE LIBRARY RECEIVES THE OMITTED ITEMS (LIST OF REFERENCES, NAME & RESUME OF POTENTIAL PROJECT FORMAN, & LIST OF PROPOSED SUBCONTRACTORS) BY NOON TOMORROW (I.E., SEPTEMBER 21);
  - TO DIRECT THE ARCHITECT TO CHECK THE REFERENCES OF THE TWO LOW BIDDERS (FRONTIER CONSTRUCTION, INC. & AUTUMN LANDSCAPING, INC.); AND

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- TO ESTABLISH A COMMITTEE OF THE BOARD CONSISTING OF TRUSTEES MARTEL AND ALPER AND PRESIDENT TALAGANIS, AND TO AUTHORIZE THIS COMMITTEE TO MEET ON TUESDAY EVENING, SEPTEMBER 25 (OR AS SOON THEREAFTER AS FEASIBLE) TO REVIEW THE QUALIFICATIONS AND REFERENCES OF THE TO LOW BIDDERS IN ORDER TO: (1) DETERMINE WHICH CONTRACTOR HAS SUBMITTED THE "LOWEST RESPONSIBLE BID," AND (2) TO AWARD THE BID TO THAT CONTRACTOR SUBJECT TO THE EXECUTION OF A MUTUALLY ACCEPTABLE CONTRACT.

**Technical Services/Circulation Services Area Space Reconfiguration Project.** Library Director Hurwitz reported that the original components of the project will be completed shortly and the additional shelving and related items that were requested and authorized at the August Board meeting are scheduled to arrive and be installed in mid-to-late October.

**Emergency Contact Information for Trustees.** Library Director Hurwitz reported that he now had the necessary information from all trustees and will compile and distribute the emergency contact list.

**Other.** None.

**NEW BUSINESS**

**Approve Budget and Appropriation Ordinance.** ON A MOTION BY TRUSTEE ALPER, AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED *ORDINANCE [NO. 2007-08/2] PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2007 AND ENDING JUNE 30, 2008*, IN THE AMOUNT OF \$3,256,382.00. (Although not appended to these minutes, a copy of this Ordinance is available for public inspection in the library.)

**Approve Motion Regarding FY2008 Per Capita Grant Application.** ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, THE BOARD VOTED UNANIMOUSLY TO APPROVE, SIGN, AND—BY THE OCTOBER 15, 2007 DEADLINE—TRANSMIT TO THE *ILLINOIS STATE LIBRARY* THE LIBRARY'S FY2008 PER CAPITA GRANT APPLICATION AS PRESENTED.

**Updated Emergency and Disaster Recovery Plan.** Library Director Hurwitz referred the Board to the following item in his written report for the meeting:

An updated *Disaster Plan* is a requirement for this year's Per Capita Grant. The updated Plan must be sent in with the Per Capita Grant application. We are still working on the Plan. An online tool called dPlan ([www.dplan.org](http://www.dplan.org)) is being used to complete the update, something that, with our initial use, is taking more time than we had hoped. After we have finished converting, recasting, and expanding the Plan to this new format, it should be much easier to regularly update...in the future. The deadline for submitting the Per Capita Grant application and updated Disaster Plan is October 15, so we still have sufficient time. Provision has been made in the meeting Agenda (under *New Business* immediately after approval of the Per Capita Grant application) for the Board to "delegate a sub-group (of itself) to review and authorize implementation of the...updated Disaster Recovery Plan in time to meet (the)...deadline requirement."

After brief discussion, and ON A MOTION BY TRUSTEE ALPER AND SECONDED BY TRUSTEE FIELDS, THE BOARD UNANIMOUSLY ESTABLISHED A COMMITTEE CONSISTING OF TRUSTEES ALPER, BEARD, AND KLATZCO TO REVIEW THE UPDATED EMERGENCY AND DISASTER RECOVERY PLAN ONCE IT HAS BEEN COMPLETED BY STAFF AND TO AUTHORIZE THE PLAN'S IMPLEMENTATION, AS WELL AS ITS SUBMISSION TO THE ILLINOIS STATE LIBRARY ALONG WITH THE FY2008 PER CAPITA GRANT APPLICATION.

**Other.** After brief discussion, and ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE ALPER, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS

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CALLED, THE BOARD AUTHORIZED A TRANSFER OF \$200,000 FROM THE "LIBRARY FUND" TO THE "SPECIAL RESERVE FUND" IN ORDER TO ACCOMMODATE ANTICIPATED EXPENDITURES FROM THE LATTER FUND (PRIMARILY FOR THE PARKING LOT EXPANSION PROJECT) DURING THE NEXT SEVERAL MONTHS.

OTHER BUSINESS

**Donor Recognition Wall.** Head of Community Relations-Library Programs Coordinator Nitz-Weiss reported that, after what turned out to be a false start with a sign company from Wisconsin, *Library Director* Hurwitz and she have started to work with a company named *Prographics* which is located in Rockford.

BOARD ACTION CHART

There were no changes.

SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were either confirmed or scheduled:

Special Committee to Review and Make a Determination Regarding Award of Bid	Tuesday, September 25, 2007	7:00 p.m.
Regular Board Meeting	Thursday, October 25, 2007	7:30 p.m.

ADJOURNMENT.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BEARD, THE MEETING WAS ADJOURNED BY UNANIMOUS CONSENT AT 8:53 P.M.

  
Dany R. Fields  
Secretary Pro Tempore

APPROVED ON 10/25/07  
INCLUDED IN 10/07 BOARD PACKET