

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE WESTCHESTER PUBLIC LIBRARY, WESTCHESTER, ILLINOIS, HELD IN THE COMMUNITY ROOM OF THE WESTCHESTER PUBLIC LIBRARY, 10700 CANTERBURY STREET AT 7:00 PM ON MONDAY, JUNE 25, 2018

1. Pledge of Allegiance

- a. The meeting opened at 7:08 PM with the Pledge of Allegiance

2. Call to Order and Roll Call

- a. Vice President Trustee Demitrus Evans called the meeting to order at 7:08 p.m.
- b. Present were Vice President Demitrus Evans, Trustee Gerald Chenski, Trustee Fred Poppe and Treasurer Jenice Hampton. Also present were Director Fidencio Marbella, Assistant Director Bonnie Schwanz, Business Manager Allison Muzal and Josh Chaneske from 20/10 Engineering. Secretary Janette Maldonado arrived at 7:09 P.M and Trustee Elizabeth Hunter arrived at 7:19 PM.
- c. Absent was President John Lamberti.

5. A. Selection of Winning Bid for HVAC Replacement Project

Director Marbella introduced Josh Chaneske of 20/10 Engineering, who designed all the specifications, handled the pre-bid meeting, walkthrough and talked with all the contractors and bidders. He presented his letter of recommendation, which proposes going with low bidder, C. Acitelli for \$364,000. There were a total of three bids received.

Mr. Chaneske explained one of the pages with the recommendation included the tabulation of each of the bids and when they came in. He talked with the two lowest bidders and each had the work to be performed, per the projects plans. Josh is confident they have everything shown on design plans and understand the work that needs to be performed.

Director Marbella mentioned they were concerned with the wide spread of the bids – lowest was \$364k and the highest was \$548k – but Mr. Chaneske went over every page of the specifications with C. Acitelli.

Mr. Chaneske has worked with the company before and said they do good work. The Vice President of National Heating and Power and C. Acitelli both have been out to the building before. Mr. Chaneske talked to both extensively until the bids came in. He is recommending C. Acitelli because they are aware of everything they have to do for the project and understand the timeline and everything involved.

Director Marbella added he met with the construction management company Friday, who also has worked with C. Acitelli before and had no problems.

Trustee Hampton asked if there was anything glaring that would compensate for the big difference in the amount. Mr. Chaneske does not typically know how they prepare the bid but there was a budget of around \$400,000 that included all the labor, equipment, machinery, demolition and cleanup work. The second contractor noted they had to subcontract for some electrical work and demolition, which might have accounted for why their bid was higher. The first contractor has enough staff to do the electrical, mechanical and demolition work themselves. For the last one, Mr. Chaneske was not sure why the bid was so high. He did not contact them since the other two bids were so low and in line with the budget. It was a surprise that there was such a wide variance in price quoted.

Trustee Poppe asked if specifications for the equipment were included and if there was a variation that may have impacted the cost. Mr. Chaneske said it could be why there is a variance and for each type of equipment he specifically listed four brand names so the contractors cannot use anybody they want – Red Dot Corp., Carrier, Trane and York– better known ones that stand behind their product. Every single contractor would have had to provide any one of those four. They pick from a list and typically go to their rep and ask for a package price for all the equipment but it is off a list of specifications written and they have to comply with it.

Trustee Poppe asked if the bid specified which manufacturers were selected. Mr. Chaneske responded that they did not have to provide that detail. Once we get to the shop run phase, the contractor will submit the equipment that will be put in and if it does not conform to the specifications or they put in the wrong equipment, that is a chance for us to review and tell them what is missing or does not comply with specifications.

Trustee Poppe also asked if we were dealing with union labor. Director Marbella stated it was prevailing wage, which is not necessarily union. Mr. Chaneske clarified C. Acitelli does use union labor, depends on location and where they are doing a project. Trustee Poppe concludes it could not account for all the variance across the bids. Trustee Poppe asked about a committee meeting to review the bids once submitted. Mr. Chaneske responded he and the owner of the company went through all the information submitted. He contacted Acitelli to review the entire scope of the project to ensure they had everything – demolition, patching and painting, for the air handling equipment, they are going to have to do some disassembling – they are aware of everything they need to do. They

seemed confident with the amount of the bid. Mr. Chaneske reassured the board they have done these types of projects before and mentioned this particular project is not an exceedingly large project as it is a smaller/medium-sized project.

Director Marbella mentioned the contractors asked what time they could begin work and let them know they could begin at any time. They will be starting at 6 a.m.

Mr. Chaneske said it is not unexpected to see a big variance in bids and he has seen it before.

Director Marbella said ComEd and NICOR are estimating about \$20k in incentives. The library will be saving some money in efficiencies. A total of \$15k may be received from ComEd and \$5k from NICOR. Trustee Evans asked if the amount was for the year. Director Marbella clarified that the utilities would cut the library checks for doing the project.

Director Marbella had concerns if it was a good bid because it was so low, but spoke with Mr. Chaneske and he confirmed they were a good company. There were no additional questions for Mr. Chaneske and he was excused from the meeting.

3. Public Comment – no public comment.

4. Review of Minutes

- a. **COTW Meeting, April 9, 2018** – reworded from original based on last month’s discussion. Trustee Poppe makes motion to accept the revised minutes, seconded by Trustee Hampton. Motion carried, 6 ayes, 0 nays.
- b. **Regular Meeting, April 23, 2018** – Director Marbella adds on item 6, the library received the money from the Village. Best Buy funds are still outstanding, but we will find out at the end of summer. Vice President Evans makes motion to accept the revised minutes, seconded by Trustee Chenski. Motion carried, 6 ayes, 0 nays.
- c. **Regular Meeting May 21, 2018** – Vice President Evans makes motion to accept the revised minutes, seconded by Trustee Hunter. Motion carried, 6 ayes, 0 nays.
- d. **COTW Meeting, June 11, 2018** – Not available.

5. New Business

- a. **Selection of Winning Bid for HVAC Replacement Project** – Vice President Evans makes motion to accept the bid from C. Acitelli in the amount of \$364,000, seconded by Trustee Hampton. Motion carried, 6 ayes, 0 nays.

- b. **Payment of Bills** – Director Marbella mentioned they were a bit high this month due to the payment to 20/10 Engineering, \$21,000 – they are 75% done with their work, this represents 75% of their payment. Shaw Media for \$219 was for the public notice to put in the paper. Elevator maintenance. Healthcare for Village of Westchester, the amount is for the May payment only. Utica Insurance – molestation coverage was added after Director Marbella spoke with several other libraries who universally either had coverage or were getting it. One director called to share an experience with an employee at their library. They assumed liability coverage would cover it, but it does not. They are suing the insurance company. For the amount of the molestation coverage, it is worth getting. Trustee Hunter asked if library employees had to get fingerprinted. Director Marbella clarified they do a criminal background check. Trustee Poppe asked about the bank service charges. Business Manager Muzal responded that the bank services charges get billed every month but are reversed each quarter. Director Marbella explained the charge for the annual fire extinguisher review. The fire extinguishers were replaced and he added one in the server room, a special one for electronics. Trustee Hunter asked about the movie license and whether it is annual. Director Marbella and Business Manager Muzal confirmed it was. He clarified, there were two companies being used for public performance – one is annual while the other company provides it for five years. Trustee Hunter asked about the Tressler expense. Director Marbella clarified it is a legal fee for a lawsuit that has been on-going since 2010 since a developer filed a suit against all taxing bodies in Cook County, challenging the property taxes. Whenever it comes up, the library attorney attends and reports back nothing has happened. Vice President Evans makes motion to pay bills in the amount of \$55,222.48, seconded by Trustee Hunter. Motion carried, 5 ayes, 0 nays.
- c. **Treasurer’s Report**– The library received \$94,718.79 in tax levy income from the Cook County Treasury and \$9,847.86 in various non-budgeted revenue during May. The actual Library Materials account will appear to be over-budget by the end of the 2018-2019 fiscal year due to the Back-to-Books grant received. Director Marbella mentioned the library will spend roughly \$4,000 more in materials because of the grant. Business Manager Muzal clarified the expense will show under Library Materials, on the budget. It will appear as being over budget by the end of the year, but expenses are being tracked to what is covered by the grant and being reported back to the state. Trustee Hampton asked if the funds had to be kept in a separate account. Business Manager Muzal responded that they did not. She explained Library Materials will be a combination of budgeted amount, plus the grant amount.

Trustee Poppe asked if we are adjusting the library budget for next year because of \$600 more in telephone charges. Business Manager Muzal confirmed for the 2019-2020, budget – yes. For this year, fiscal year 2018-2019, we will be over budget because the telephone and communications charges were increased. Budget amendment would need to be passed by the Board if it were to be amended. However, Trustee Chenski pointed out it is such a small amount (\$960) and Business Manager Muzal agreed stating there may be other areas where the library under spends, the budget may end up fine.

Vice President Evans asked for clarification on the grant – the grant name is Back-to-Books, is it back from technology? Director Marbella clarifies we can only buy books with it.

Vice President Evans makes motion to accept the Treasurer’s report, seconded by Trustee Poppe. Motion carried, 6 ayes, 0 nays.

- d. **Reaffirm Policies** – 1.4 Gifts, Memorials and Special Collections, 1.5 Reference and Research, 1.6 Interlibrary Loan and 1.7 Examination Proctoring

Vice President Evans makes a motion to reaffirm policies, seconded by Treasurer Hampton. Motion carried, 6 ayes, 0 nays.

- e. **Vote on Resolution 2018-02 Prevailing Wage** – Director Marbella made a change to section 6, added “and is effective as of the date adopted.” The resolution says the Westchester Public library follows the law regarding prevailing wages. Running an ad in the newspaper is no longer required. It can be listed on the library website with a link to Cook County’s prevailing wages.

Roll call vote. Vice President Evans makes motion to accept the changes to the resolution. Ayes: Trustees Hunter, Hampton, Poppe, Chenski, Evans and Maldonado. Nays: none.

- 6. **Director’s Report** – Prairie Walk was canceled due to the storms. Rescheduled to Friday after Fourth of July. Trustee Chenski asked about the kayaking trip on Father’s Day, with the temperature at 85 degrees. Director Marbella mentioned it was hot, but fine on the water, and the participants had a blast. There are two pond training classes scheduled for July with 32 people signed up – a lottery may have to be done. Trustee Chenski asked if another date can be added, however, Director Marbella stated the forest preserve was booked on the weekends through the end of the year. A few weekdays may be added in September or October. The forest preserve asked for help promoting these events and

Director Marbella has pushed it out to other libraries – may have a librarian training session in September/October. Will reassess at the end of the year and determine whether to continue next year. It takes a lot of staff time, but there is a lot of positive feedback.

Director Marbella mentions the library received a check from the village for nearly \$24,000, including Per Capita, Back-to-Books and PPRT (\$7,000).

Summer reading has 300 children signed up and expect a few more.

Greenhill Library is joining SWAN this year. They are in the Palos Hills area. Two more libraries asked to join – Bartlett and Glenside – and may be added in 2019. Total will be over 100 libraries in the consortium, making the state very happy.

Alyssa from Adult resigned to accept a full-time job. Nicola, a library school student at Dominican will be replacing her. Cindy will be celebrating 30 years on Wednesday. Director Marbella has a meeting with a furniture company to order new furniture for the adult section – chairs and tables for the public. Current ones are outdated and want to add more color. Will use Friends of the Library funds to purchase.

Another Veterans History Project interview, for a WWII vet, was completed. Daughter had asked for family history to be recorded. Circ Desk staff knows him well and encouraged him to do an interview for the veterans project. A second copy will be recorded and given to his daughter. Transcript is being completed – it was a long interview.

Vice President Evans motioned to accept the Director's report, seconded by Trustee Chenski. Motion carried, 6 ayes, 0 nays.

7. Unfinished Business -None

8. Board Member Comments – None

9. Executive Session – None

10. Adjournment – At 7:50 PM Trustee Hampton motioned to adjourn, seconded by Trustee Hunter. Motion carried, 6 ayes, 0 nays.

Submitted by Janette S. Maldonado Secretary Public Library Board of Trustees