

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES OF THE LEMONT PUBLIC LIBRARY DISTRICT
COOK AND DUPAGE COUNTIES, ILLINOIS
HELD AT THE LIBRARY DISTRICT MEETING ROOM
50 EAST WEND STREET, LEMONT, ILLINOIS**

July 23, 2015

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 5:33 p.m.

II. Pledge of Allegiance

III. Roll Call

The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Christine Hogan, Catherine Sanders and Michaeline Skibinski. Also in attendance: Library Director Sandra Pointon; Jack Hayes, Neil Larson and John Eallonardo of Frederick Quinn Corporation; and Joseph Huberty and Shaun Kelly of Engberg Anderson Architects.

IV. Review of Construction Bid Award Recommendations for Library Renovation Project, presented by Frederick Quinn Corp.

Jack Hayes, President of FQC, reviewed Manager of Pre-Construction Neil Larson's letter of July 22, 2015, summarizing the firm's recommended trade contract awards. He felt that the bid process had been successful. A couple of the packages received only one trade bid, but these bids were consistent with the budget and the scope of work. Some bids were disqualified; others have since been withdrawn without penalty. Bid alternates were included in the recommendations. Two voluntary alternates would save the Library \$20,000 (on hardware and sprinklers). FQC had worked successfully with many of the firms and recommended awarding trade contracts to the lowest responsive, responsible bidders for each package.

V. Approval of Bid Awards for Construction for Library Renovation Project

Trustee Burton made a motion to approve the construction bid award recommendations, submitted by Frederick Quinn Corp., subject to negotiation and execution of a final contract, following attorney review and approval. Trustee Skibinski seconded the motion. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. There were no nays. The motion passed.

Having obtained Board consent, FQC would now prepare the notices of award and contracts, which would be forwarded to the contractors for signing. When the contractors returned the signed contracts, they would be forwarded to the Library for final signature, subject to attorney review. FQC would immediately begin obtaining shop drawings and coordinating activity with the contractors. John Eallonardo, Vice President of Construction for Project Manager, stated that the construction should start when planned, after the building permit was finalized.

VI. Review of Bid Award Recommendations for Furniture for Library Renovation Project, presented by Engberg Anderson Architects

Shaun Kelly, Senior Associate, Engberg Anderson, Inc. explained that the bid process for furniture, fixtures and equipment (FF&E) was consistent with the procedures established by the Library and conformed to state statutes. The architects contacted twenty furniture vendors to solicit bids for eight contracts. Participation was small. Contracts #5 and #6 (for children's activity room furniture and refurbishing teen section furniture) received no bids. The dollar amounts for Contracts #5 and #6 were

estimated to be well below \$20,000, so these items could be direct purchases. Additionally, vendor information for Contract #5 had been omitted. After receiving the information, a vendor submitted a proposal, which is included amongst the FF&E award recommendations, along with a proposal for computer chairs and stools. Fortunately, there were two bidders for the largest contract amount, and the low responsive, responsible bidder was from the Lemont area (Woodridge, IL).

VII. Approval of Bid Awards for Furniture for Library Renovation Project

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to approve the furniture, fixtures and equipment (FF&E) bid award recommendations, submitted by Engberg Anderson, Inc., subject to negotiation and execution of a final contract, following attorney review and approval. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. There were no nays. The motion passed.

The Library would be taking delivery of the first major furnishings shipment at the end of construction phase 2.

VIII. Old Business

Invitations to the ground breaking ceremony on August 11th were being sent or hand delivered to local government entities. In an ongoing effort to keep the public informed, the Library website contained a public invitation to the ground breaking, updates to the renovation project section, and new posts under "Library Makeover News". Postcards would also be mailed to patrons, assuring them that most Library services would still be available during construction and that any inconveniences were short-term.

IX. New Business

The President and Director would meet with Lemont Village Administrator George Schafer on Monday, July 27th to discuss mutual concerns.

X. Executive Session

There was no need to move into executive session.

XI. Adjournment

There was a motion made by Trustee Hogan and seconded by Trustee Skibinski to adjourn the meeting at 6:40 p.m. A voice vote was taken: all ayes, no nays. The motion was passed, and the meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis