

North Chicago Public Library
2100 Argonne Dr., North Chicago, IL 60064
Library Board of Trustees Meeting Minutes
January 11, 2022
6:30 p.m.

Madam President Etta Robinson called meeting to order at 6:31 p.m. First Board Meeting of the year 2022.

I. ROLL CALL

Trustees Present (#): Jeanette Allen, Caroline Harrington, Edward Houston, Etta Robinson, Sebastian Rodriguez, Giovanni Verdi, Peter Villanueva.

Absent Trustees (#): Lawrence Brown, Carmecia Hawthorn

Others Present: Atty: James Hartman, Andrew Dogan

Staff Members: Library Director Lou Carlile and Veronica Jarrett

II. COMMENTS FROM PUBLIC

Presentation for construction Manager changed to new order of meeting due to scheduling time.

a. SMC scheduled to present at 7:00 pm

b. IHC scheduled to present at 8:00 pm

Madam President Robinson asked for someone to make a motion to change the order of the meeting due to guest's presentation for the Construction project. Move forward and go over the other items in the Agenda due to the meeting scheduling.

Trustee Harrington motioned to change the order of the meeting due to scheduling of interview process for construction managers. Trustee Allen seconded the motion to change the order of the meeting.

III. CORRESPONDENCE

NONE

IV. APPROVAL OF MINUTES

Madam President Robinson called for the approval of the minutes 12/14/2021.

Trustee Harrington motioned to approve the minutes for 12/14/2021. Trustee Allen seconded the motion.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdi, and Villanueva

Nays: None

Absent: Trustees Brown, Hawthorn

MOTION CARRIED

V. APPROVAL OF BILLS PAYABLE

Trustee Harrington motion to pay and Trustee Allen seconded to approve the bills for payment in the amount of \$14,008.98

DISCUSSION: Trustee Harrington asked for clarity with the description of a deposit for \$250 for Brightstar invoice on page 28. Director Carlile explained the \$250 deposit would have been toward the bill for \$545. The deposit was waived so the library will pay \$545. Trustee Harrington questioned the Mango program invoice on page 37. She wanted to know is the Mango program being used considering the cost for their service? Director Carlile responded this program is a good language database resource which was assigned to some staff members in last year's goals. Jay and Director Carlile spoke thoroughly about this program with its cost and use before renewing the subscription. Jay and Director Carlile plan to see after this year if the Mango program continues to be a valuable resource. Trustee Harrington wanted to know about the invoice on page 43 for OBA William King "the poetic story teller". Director Carlile stated there are two programs for Black History month for youth and adult services. The "Poetic Story Teller" and Jazz event with William Hutchinson Jr. Trustee Harrington asked about the process for paying the performers. Director Carlile responded we make sure the checks are prepared and processed in time for the day of event. Hold the checks in a safe place, until we give it to the performers on the day of the service.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdi, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorn,

MOTION CARRIED

VI. APPROVAL OF VISA CREDIT CARD PAYMENT

Trustee Harrington motioned to pay credit card bills on page 50 for \$2,405.42 and Trustee Allen seconded it.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdi, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorn

MOTION CARRIED

VII. PRESENTATIONS FOR CONSTRUCTION MANAGER POSITION

Trustee Harrington motioned to move back into the normal order of agenda with the construction manager presentation and Trustee Allen seconded it.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdi, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorn

MOTION CARRIED

SMC President John Shales and Field Project Manager Jason Perkunas

Madam President turn over the meeting to Director Carlile and Trustee Houston. Director Carlile talked about some handouts that were provided for the Board to review from SMC. He gave direction on how the presentation will be conducted first then afterward there will be open for any questions and answers. Director Carlile asked Trustee Houston if he had anything to add or would like change? Trustee Houston said no everything was fine. John started off by saying he was excited about our project and happy to be considered for it. They have worked with libraries like our reconstruction project for many years. Understanding what was needed and knowing how to get the work done. John stated has been in

construction all his life. He is a third-generation construction worker. Mr. Shales grandfather was a lather, then his father had started his own construction company 1983, and this company SMC they started in 2001. As a construction managing company it is opposed to general contracting with team building. John earned his educational degree from University of Illinois. John Shales introduce Jason Perkinas so he can begin to speak about his background. Jason stated he will be the project manager on this assignment. He has worked on and is familiar with commercial projects. He understands remodeling a building, and his goal is keeping everyone safe during operation hours. He used to be a field carpenter but went back to school and started in his current management position. Turning the presentation back to John Shales, he asked the Board about the handouts he sent. The handout had pictures and information for the libraries which SMC has handled. Some with Andy Dogan and his team. John Shales talked about the libraries they have worked with and the similarities to the North Chicago Public Library. He pointed out they are aware of the plans that need to be in place during this construction project. Plans to see that our business stays open to working staff and the public as remodeling take place. He explained they know how to project initial cost and have a way working with reliable budgets. President Etta Robinson asked him to give an example how they kept the library open during remodeling? John said when it comes down to it is separation. Separating staff and the public from dust and noise control. Redirecting external and internal traffic. Trustee Harrington asked about how well they handle securing permits on a timely basis? John responded once they know the scope of the work they identify what is needed. This is done during the initial reviewing process along with architectural information. They meet with the City early so this can be addressed in a quick manner. Trustee Allen asked with the scope of this project do they have a timeline for completion? John responded he was not able to give an accurate time due to the long time to secure materials. Trustee Houston inquired about the work difference between John and Jason? John explained they worked together on the overall project. Trustee Harrington asked what does your company do to keep us at the same price range? John stated that he will do his best to do the job right without the client being charged extra. Remain transparent to you. President Robinson ask once it starts who would be the main contact person? John said Jason and himself will take leadership on the same level as the design team. Trustee Giovanni asked what are the plans if an urgent matter comes up. If a team member gets sick or on vacation? How do you handle this? John responded they have reliable team members which can fill in and pick up the task right away.

SMC completed their presentation and departed from the meeting. President Robinson ask the Trustees to complete the evaluation sheet. Director Carlile was informed the Board of Trustees will make the determination of voting process in a special meeting.

IHC with Tom Lena, Jim Leppert and Tom Carrano

President Robinson asked them to please provide us their background and why they feel they will be best suitable company for our construction project. Tom Lena introduce himself as the Director of Business Development with 30 years of experience. His responsibility is with project managing the public sectors such as libraries and schools. His role with this project will be customer satisfaction and working with the Board. Tom stated their company has been in business for over 160 years with a focus on public sector construction. President Robinson stated she saw they worked with nine libraries according to their proposal which let her know their familiarity with libraries. Tom response with yes. Their expertise with the smaller libraries were specific to expansion and renovation. They have good rapport with the trade contractors. Tom Carrano is the Vice President for Building construction. He's been in industry for 16 years. His role is establishing a contract and a budget with the understanding of the priorities and needs for our construction project. As a company they can self-perform some of the work by doing masonry, concrete, and demolition work. They are accustomed to keeping the public safe during operation of the building while making progress with the work. Jim Leppert is the Senior Project Manager and will be the primary contact for the construction project. He has been in the construction industry for 30 years. He has worked on renovation of schools while classes were in session, controlling dust and noise. Jim stated they have worked with Andy Dogan on some of their projects. Trustee Houston asked if it was anything they do not do? Tom Carrano said they do not handle plumbing maintenance. Trustee Allen, asked do they foresee any challenges with our project? Tom said there is an issue with material cost and some mechanical matters they need to know right away so they can be better prepared. Basically, with supply the chain for roofing, and steel doors during this time. Trustee Harrington ask if they can give examples of difficult lead time? Tom responded, the biggest lead issue is securing the rubber materials for the roof. Being prepared with the challenges of the infrastructure. Jim said their team has contributed effectively with the outcome of many projects by allocating funding and knowing early on what is needed. Trustee

Allen, asked how well they work with grant funded projects? Jim said he was very familiar and has over 20 years with it. He is aware there maybe some restrictions with grant requirements. President Robinson wanted to know how do they manage their trade contractors on the construction site? Tom Carrano stated they have a team member who uses tools that sets perimeters with scheduling time and task responsibilities. Consistent communication will be provided to Director Carlile or a Board member on a weekly standard basis. IHC left the meeting after their presentation.

VIII. REPORTS

Trustee Harrington motion for committee, special, financial, staff, and bookmobile reports approve as presented. Second by Trustee Houston

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdi, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorne

MOTION CARRIED

A. COMMITTEE REPORT

The Monthly Treasurer’s Report is attached for the period ending January 31st, 2022. To summarize, Revenues totaled \$ 46,074.10 and expenses totaled \$55,087.72. The Cash and Investment balance for all funds was \$ 1,786,278.79.

Treasurer:

Finance: No Report

Policy: No Report

Maintenance: No Report

Personnel: No Report

Technology {Website Project}: No Report

Marketing:

No Report

Bookmobile: No report

IT Lan:

Special Committee Reports:

No Report

IX. STAFF REPORT

X. OLD BUSINESS:

Construction Project
Board Retreat postpone due to COVID

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdi, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorn

MOTION CARRIED

XI. NEW BUSINESS

Per Capita grant requirement – Director Carlile sent the information to Board members. She wanted recommendations by end of February 2022 for “Trustee of the Year” Board member attendance. President Robinson referred to the bylaws regarding attendance. President Robinson said she will send information out.

Discussion: Trustee Houston asked about the PLA conference. Is it still on with COVID epidemic? President Robinson said it is and they are doing virtual too. Trustee Harrington said to Trustee Houston do not forget to do the trip report when you come back from the conference. President Robinson said to Trustee Houston they do need a trip report from him after he attends the conference.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdi, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorn

XII. ITEMS FOR NEXT MEETING AGENDA

None

XIII. ADJOURNMENT

Trustee Harrington motioned, and Trustee Allen seconded to adjourn the meeting at 9:05 p.m.

ROLL CALL: Ayes: Harrington, Houston, Robinson, Rodriguez, Allen, Verdi, and Villanueva

Nays: None

Absent: Trustees Brown, Hawthorn

Respectfully submitted,

Veronica Jarrett
North Chicago Public library