

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
BUILDING & GROUNDS COMMITTEE MEETING MINUTES
SEPTEMBER 12, 2022 – 4:00 PM
CONFERENCE ROOM**

PRESENT: M. David Johnson Tom Blanchard
(Board) Winnie Clonts, virtually

PRESENT Lindsey Dorfman, Library Director
Jean Sanders, Head of Patron Services
Christine Klimusko, Business Manager
Mark Depa, Facilities Manager

GUESTS Brian Greve, Principal, Wiss, Janey, Elstner Associates Inc.

1. CALL TO ORDER AND ROLL CALL

Committee Chair M. David Johnson called the meeting to order at 4:04 p.m. and the roll was called.

2. UNFINISHED BUSINESS

None at this time.

3. NEW BUSINESS

- a. Review and Recommendation of Approval of Proposal for Façade, Planter, and Sidewalk Repair Project

Wiss, Janey, Elsner Principal Brian Greve walked the Committee through the bid process and the bid comparison spreadsheet for the Façade, Planter, and Sidewalk Repair Project. Four (4) bids were received. The bidders were: Berglund Construction, Western Specialty Contractors, LS Contracting Group, and Bulley and Andrews Concrete Restoration.

Berglund's base bid is the lowest bid. Committee Chair Johnson asked if Berglund's bid was complete. Greve felt it was; he will meet with Berglund to review their bid and determine if it is complete. Should there be any issues, Greve will then meet with Western Specialty, as the second lowest bidder.

b. 2022 Special Reserve Budget Projections

Library Director Dorfman distributed Special Reserve Fund projections for 2022. She explained that due to the delay by Cook County in sending out the second real estate tax installment for the year, we are planning to delay the \$350,000 transfer into the Special Reserve Fund, therefore, the Special Reserve Fund does not have enough money to cover the entire cost of the Façade, Planter, and Sidewalk Repair Project. The Committee discussed several options, such as delaying the project until next spring, or removing one or two aspects of the project and completing those next spring.

Greve explained that the bids are valid for 60 days and should the library put the project off until next spring, the library would have to ask contractors to refresh their numbers. He mentioned that there is a chance the bids could change in the next few months due to increase costs in materials, labor, etc.

The Committee would like to award the contract as soon as possible. Greve agreed to interview Berglund and report back to the Committee before this week's Board Meeting.

The Committee will meet again on Thursday, September 15th at 5:30 p.m. just prior to the September Board Meeting. Based on Greve's discussion with Berglund, the Committee will determine whether or not to recommend approval to the Board.

c. 2023 Budget Discussion

Dorfman shared the preliminary Special Reserve Fund Budget for 2023.

4. OTHER

None at this time.

5. PUBLIC COMMENTS

None at this time.

6. ADJOURNMENT

There being no additional business to be brought before the Committee, Committee Chair Johnson requested a motion to adjourn.

MOTION Moved by Trustee Blanchard, seconded by Trustee Clonts, to adjourn.

Voice vote taken. All ayes. No nays. Motion carried.

The meeting adjourned at 4:56 p.m.

Respectfully submitted,

**M. David Johnson, Committee Chair
Glenview Public Library Board of Trustees
Building & Ground Committee**