

**Glenview Public Library
Board of Trustees Meeting Minutes
Thursday, April 16, 2020
Via Virtual Meeting**

PRESENT: Wendy Goldstein Allan Ruter
(Board) Kathy Vega Carol Schmitt
Stella Kalfas Tom Blanchard

ABSENT: M. David Johnson
(Board)

PRESENT: Vickie L. Novak, Library Director
(Staff) Jane Berry, Assistant Director
Christine Klimusko, Business Manager

GUESTS: Brian Greve, Consultant, WJE
Rich Kalinski, Consultant, ATP – Meeting Host
Kay Bobis, GPL Staff
Gayle Wala, GPL Staff
Roleeta Nandan, League of Women Voters

1. CALL TO ORDER AND ROLL CALL

President Vega called the meeting to order at 7:01 p.m. and the roll was called.

President Vega reordered the agenda at this time

9. NEW BUSINESS

(a) Review and Acceptance of Parking Lot Remediation

Brian Greve, Consultant from Wiss, Janney, Elstner Associates, reviewed the bids for parking garage remediation work from four contractors – Monson Nicholas, Inc., JLJ Contracting, Inc., Zera Construction Co. and Bully & Andrews Concrete Restorations, LLC – who responded to the Library’s RFP. The bids ranged from \$133,583 to \$255,777. The bid summary is included in the Board packet for reference.

Library Director Novak, Head of Facilities, Mark Depa and Greve interviewed the three lowest bidders earlier this week. Novak, Depa and Greve are very comfortable with the lowest bid provided by Monson Nicholas. Monson Nicholas is a smaller company with lower overhead costs and was able to provide the lowest bid for this remediation project. WJE recommends the parking garage remediation be awarded to Monson Nicholas, Inc. Monson will use two subcontractors to complete the smaller portions of the work, parking lot striping and steel/welding. While Monson did not include costs for the estimated material testing, Greve feels that those costs will be minimal and will not have a large impact on the overall cost of the project.

The Trustees asked about a start date. Greve explained that once the contract is awarded, Monson would have to acquire the permits from the Village. Library Director Novak stated that while the Village Hall is closed, Village staff are working from home; there may be a slight delay in getting permits. The Board agreed that the alternate plan to complete the work in four weeks is preferred, should the scheduling work.

MOTION Moved by Ruter, seconded by Schmitt, to accept the bid of Monson Nicholas Inc. for parking garage remediation in the amount of \$133,584.

Roll call vote taken. Blanchard, Goldstein, Kalfas, Ruter, Schmitt & Vega voted aye. No nays. Motion carried.

Greve will work with Novak and the library attorney to finalize the contract. Library Director Novak will contact Library Attorney Eric Singer, of Ice Miller, to prepare the contract for Monson Nicholas.

The library will need to add a project contingency and fees for project management, as well as an estimated \$6,000 for materials testing costs.

2. APPROVAL OF MINUTES
(a) Regular Meeting of March 19, 2020

MOTION Moved by Goldstein, seconded by Kalfas, to approve the Regular Minutes of March 19, 2020 with edits.

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

3. PUBLIC COMMENTS

None at this time.

4. APPROVAL OF WARRANTS

MOTION Moved by Ruter, seconded by Schmitt, to approve the Warrants of April 16, 2020.

Roll call vote taken. All ayes. No nays. Motion carried.

5. EXAMINATION OF FINANCIAL REPORTS & STATISTICS

(a) Revenues, Expenditures and Fund Balances through February, 2020

Library Director Novak gave a brief overview of the Library's Financial Reports and Statistics through February, 2020.

(b) Update re: Pro Forma Special Projects Budget – April, 2020

The Pro Forma Special Projects Budget spreadsheet through April, 2020 has been included in the Board Packet. Some change orders were included in this month's Pro Forma, with very little impact on the balance.

6. PRESIDENT'S REPORT

President Vega commented that while the Library is not open, staff are sticking to the Library's core values by providing service to the best of their abilities in an unprecedented and challenging time and she appreciates all the hard work staff is doing.

7. ACCEPTANCE OF STAFF REPORTS & STATISTICS: CONSENT AGENDA

(a) Library Director

(b) Statistics for March, 2020

(c) Electronic Statistics for March, 2020

(d) Library Website Electronic Usage

- (e) MyPC Reservation Service**
- (f) Inter Library Loan**
- (g) Monthly Vending Summary from Mark Vend**
- (h) Drive Up Window Usage**
- (i) Staff Reports**
 - i.) Assistant Director**
 - ii.) Head of Circulation**
 - iii.) Director of Communications**
 - iv.) Information Technology**
 - v.) Head of Reader Services**
 - vi.) Head of Reference**
 - vii.) Head of Technical Services**
 - viii.) Head of Youth Services**

MOTION Moved by Ruter, seconded by Schmitt, to accept the Staff Reports and Statistics, as presented.

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

8. UNFINISHED BUSINESS

None at this time.

9. NEW BUSINESS

- (b) Report on Marketplace and Innovation Center Projects**

Library Director Novak provided a brief update on the construction projects. Dick Benda from Hallett Movers contacted Library Director Novak to let her know that Hallett is slowly reopening and that a small crew will be at the library Monday morning. The chairs were picked up for reupholstering. The second dye lot of carpeting, for the second floor, will ship the week of April 27. The hearing loop will be installed during the last phase of carpet installation. Thunder Hearing has also been closed due to the pandemic. The Used Book Store, Community Rooms East and West and the Multipurpose Room carpet will be installed during the final phase. The contractors have been using the meetings rooms as staging areas. Once the actual construction is completed, their materials and equipment will be removed and

the old carpeting will be pulled up, the hearing loop installed and the new carpeting installed over the hearing loop.

Novak also noted that several of the furniture suppliers have been shut down due to corona virus. The furniture will not be delivered as originally scheduled.

(c) Coping with COVID-19 A Library Perspective

Library Director Novak and the Management Team are reviewing best practices, ALA, ILA guidelines and Governor Pritzker's recommendations as the Library prepares to reopen to the public. Services will be very limited when we open. Novak has attended several virtual meetings with fellow Library Directors and all Library Directors agreed that staff and patron safety comes first. Facemasks and other PPE will, most likely, be required, which are very difficult to find right now.

(d) Discussion: Employee Compensation

At the March 19th Board Meeting, the Glenview Public Library Board of Trustees agreed to pay staff from March 19 through the April 16th Board Meeting, with the provision that this would be revisited at that time. Library Director Novak requested that the Board grant an extension through at least the May Board Meeting or through the end May, to once again be revisited at that time, depending on the Governor's recommendations. The Board discussed this request and decided staff should be paid until the "stay at home order" is rescinded by the Governor of Illinois.

MOTION Moved by Ruter, seconded by Schmitt, to extend employee compensation at current rates through the duration of the Library's closure due to the COVID-19 pandemic.

Roll call vote taken. Blanchard, Goldstein, Kalfas, Ruter, Schmitt and Vega voted aye. No nays. Motion carried.

(e) Implementation Plan Update

The Implementation Plan has been included in the Board Packet. Library Director Novak noted that not as much progress has been made as if staff were working on

site, but added that many new things that were not part of the Plan have been accomplished, as we focus on providing virtual library services.

10. OTHER

Trustee Wendy Goldstein received the Village of Glenview's monthly newsletter recently and noted that there is an intergovernmental agreement with Northbrook/Northfield that will reduce the cost of the Internet service to the Village. Goldstein asked if this is something the Library could participate in. IT Consultant Rich Kalinski explained that he has looked into fiber optic access for the Library, but the Library would have to pay to have the fiber optic cable run from the point of origin to the library's physical building. This would be a very expensive proposition.

Trustee Allan Ruter mentioned that next week is National Library Week and he plans to splash it all over social media.

Business Manager Klimusko reminded the Trustees to complete their 2019 Statement of Economic Interest by April 30.

11. ANNOUNCEMENTS

None at this time.

12. ADJOURNMENT

There being no additional business to be brought before the Board, President Vega requested a motion at adjourn.

MOTION Moved by Kalfas, seconded by Blanchard, to adjourn.

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

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

**Carol Schmitt, Secretary
Glenview Public Library Board of Trustees**