

**GLENVIEW PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
September 5, 2019**

PRESENT: Tom Blanchard Wendy Goldstein
(Board) M. David Johnson Allan Ruter
Carol Schmitt Kathy Vega

ABSENT: Stella Kalfas
(Board)

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

GUESTS: Brian Greve, Wiss, Janney, Elstner
Mark Depa, Head of Facilities

1. CALL TO ORDER AND ROLL CALL

President Vega called the Meeting to order at 7:05 p.m. and the roll was called.

2. PUBLIC COMMENTS

None at this time.

3. UNFINISHED BUSINESS

None at this time.

4. NEW BUSINESS

- (a) Presentation from Brian Greve from Wiss, Janney, Elstner re: Parking Deck Remediation

Wiss, Janney, Elstner Associates, Inc. was selected last spring to conduct a condition assessment of the Library's parking structure. There is concern regarding the excessive amount of water that leaks into the lower level parking garage, primarily attributable to numerous, premature parking deck joint failures.

WJE Associate Principal Brian Greves walked the Board of Trustees through the assessment. He briefly described the parking structure, concentrating on the concrete elements, the expansion joint seals and elastomeric joint sealants. He provided a detailed photographic representation of the issues. He noted areas of failure and provided recommendations to address these failures, as well as an estimate of probable repair costs.

The Board of Trustees asked Greve to investigate solutions for the parking garage ramp icing issues and to report back with estimated costs.

(b) Review and Approval of Proposal from Architectural and Engineering Services from WJE

MOTION Moved by Committee to approve the proposal from Wiss, Janney, Elstner to prepare the parking deck remediation project bid documents in the amount of \$16,500.00.

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

(c) Review of the Proposed "Special Projects" Presented by Department Heads

The Trustees reviewed the FY2020 budgeted "special projects/special circumstances" that were presented at the August 13, 2019 Budget & Finance Committee Meeting and the estimated cost to repair the parking deck and parking garage.

Library Director Novak re-iterated that several operating expenses – Memorandum of Understanding with the Village and General Liability Insurance - are estimates and the FY2020 Budget will be updated once the final numbers have been received.

(d) Review of Proposed Personnel Changes for FY2020 Budget

The Trustees reviewed the impact of the proposed personnel changes on the FY2020 budget. The personnel changes were presented by library managers at the August 13, 2019 Budget & Finance Committee Meeting.

(e) Review of Aggregate Budget Scenarios

The Trustees reviewed the aggregate budget scenarios for FY2020 and requested additional 2020 budget summary spreadsheets for the September 19, 2019 Board Meeting.

5. OTHER

Library Attorney Mike Roth sent Library Director Novak a copy of St. Charles Public Library's Bid Policy. Roth thought the Library would be interested in seeing other libraries' policies governing the bidding process. Director Novak asked the Trustees on their thoughts re: a formal Bid Policy. The Trustees felt that the Glenview Public Library does not need to create a separate Bid Policy, as bidding requirements are governed by statute..

6. ANNOUNCEMENTS

None at this time.

7. EXECUTIVE SESSION

(a) Per Section 2(c)1 of the Open Meetings Act – Personnel

None at this time.

8. ADJOURNMENT

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

MOTION Moved by Johnson, seconded by Ruter, to adjourn.

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

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

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