

**Crystal Lake Public Library**  
**Board of Trustees**  
**Minutes Virtual Zoom**  
**SPECIAL Meeting – September 23, 2020**

Because of the COVID-19 and inadequate air flow inside the Library building the meetings of the Board of Trustees of the City of Crystal Lake and its committees are holding virtual meetings to consider essential business.

**I. Call to Order:** The Virtual Zoom Special Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:00p.m.

**II. Roll Call:**

**Present:** James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Guests:** Mel Cowen, Featherstone, Inc., Thomas Featherstone, Featherstone, Inc., Joseph Huberty, Engberg Anderson Architects

**Staff Present:** Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Ann Pontarelli, Recording Secretary; Stephanie Price, Public Relations Coordinator; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Tech Services; Nancy Weber, Head of Adult Services; staff members: Laura Birr, Cheryl Budy, Dawn Dvorak, Denise Faler, Lois Ferraro, Natalie King, Susan Lalor, Alisha Mullen, Shannon Niemann, Mary Robinson, Christine Ticknor, Robert Wyman

**Public Present:** None

**III. Public Comment: None**

**IV. Board Action**

**A. Repairs Project.**

1. **Updated Project Budget presentation** – Tom Featherstone and Joe Huberty, Engberg Anderson, gave an update of the projected Repairs Project. The consensus of the Board was that the Finance Committee should plan for a total of \$3.6 Million budget.
2. **Presentation of Bid Package 1 results** – Tom Featherstone presented and summarized the results for Bid Package 1.

3. **Award of contracts** - Tom Featherstone recommended the contracts be awarded to the lowest responsive and responsible bidder.

**It was moved by Cary Waxler and seconded by Bonnie Drew to award the contracts for Bid Package 1 as follows:**

**Masonry Repairs to Ward Contracting & Building Restoration for \$19,600**

**Roofing to Olsson Roofing Company, Inc., for \$30,845**

**Joint Sealants to Sager Sealants Corporation for \$65,450**

**Aluminum Windows & Storefronts to Mark Industries for \$52,064**

**HVAC & Building Automation to MG Mechanical Contracting Inc., for \$349,500**

**Electrical to Benson Electric for \$26,320**

**Roll Call:**

**Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller**

**Nay: none; Abstain: none; Motion Passed.**

#### **B. Annual Contract Renewals**

1. **Heating and Cooling.** It was moved by Cary Waxler and seconded by John Engebretson to approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$1,287/month for the period 10/14/20-10/13/21 and authorize the Library Director to sign the agreement.

**Roll Call:**

**Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller**

**Nay: none; Abstain: none; Motion Passed.**

2. **Cleaning.** It was moved by Becky Sisler and seconded by Bonnie Drew to approve the janitorial services contract with U.S. Service Systems, Inc. for \$4,066.00 per month (October 1, 2020-December 31, 2020), increasing to \$4,453.00 per month for the remainder of the contract, including the clause to suspend services during the Repairs Project, and authorize the Library Board President to sign the agreement.

**Roll Call:**

**Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller**

**Nay: none; Abstain: none; Motion Passed.**

3. **Snow Removal.** It was moved by William Weller and seconded by John Engebretson to accept the proposal from Tonkin Landscape, Inc. for snow removal for the 2020/2021 winter season for the amount specified in the proposal and authorize the Library Board President to sign the proposal.

**Roll Call:**

**Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller**

**Nay: none; Abstain: none; Motion Passed.**

- V. **Adjournment:** It was moved by William Weller and seconded by Cary Waxler to adjourn at 8:10 p.m.

**Roll Call:**

**Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller.**

**Nay: none; Abstain: none; Motion Passed.**

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James Becker, Secretary