

**Crystal Lake Public Library  
Board of Trustees**

Minutes Virtual Zoom Meeting – November 18, 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 Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:02p.m.

**II. Roll Call and declaration of quorum:**

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

**Staff Present:** Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Ann Pontarelli, Recording Secretary; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Julie Gibson, Head of Circulation Services; Becky Fyolek, Head of Youth Services; Penny Ramirez, Head of Tech Services; Nancy Weber, Head of Adult Services; staff members: Sharon Bell, Laura Birr, Cheryl Budy, Lois Ferrero, Melissa Higby, Natalie King, Devaki Namboodiri, Shannon Niemann, Veronica Purker, Mary Robinson, Mari Swift, Christine Ticknor, Pat Tetzlaff

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

**Public Present:** Charles Stump

**III. Public Comment: None**

**IV. Board Development: None.**

**V. Approval of minutes of previous meeting(s) – It was moved by Cary Waxler and seconded by William Weller to approve the minutes of October 21, 2020.**

**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.**

- VI. **Committee and Board Member Reports: Planning/PR meeting 11/9/2020.**
- VII. **Financial Reports: It was moved by William Weller and seconded by John Engebretson to approve the Financial Reports for FY 20/21 as of October 31, 2020.**

**Roll Call:**

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

**Nay: none**

**Abstain: none**

**Motion Passed.**

- VIII. **Approval of Disbursements: It was moved by Stacey Lorenz and seconded by Becky Sisler to approve the disbursements in the total amount of \$403,407.16 as follows:**

<b>Operating Fund</b>	<b>297,562.29</b>
<b>IMRF/FICA Funds</b>	<b>37,987.62</b>
<b>Construction &amp; Repair</b>	<b>2,208.46</b>
<b>Gifts &amp; Memorial Fund</b>	<b>2,895.00</b>
<b>Special Reserve Funds</b>	<b><u>62,753.79</u></b>
<b>Grand Total</b>	<b>403,407.16</b>

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

**Nay: none**

**Abstain: none**

**Motion Passed.**

- IX. **Communications. None.**

- X. **Board Action.**

**A. Repairs Project.**

1. Tom Featherstone presented an Updated Repairs Project/Bid Analysis
2. Tom Featherstone presented Bid Package 2 results
3. Joe Huberty presented information on interior plans and FF&E (Furniture and Equipment) pricing through purchasing cooperatives.
4. **Award of Contracts. It was moved by James Becker and seconded by William Weller to award contracts for Bid Package 2, from 7 through 27, including Alternates 1 and 2 to the lowest responsive and responsible bidder as named by Featherstone, Inc. on their Bid Tabulation Sheet dated November 16, 2020 for a total sum of \$1,242,189, and to defer final award of Alternate 3 to Benson Electrical Contracting for \$28,153 for parking lot lights until the Library Board meeting on**

February 17, 2021, and to authorize the Board President to execute the necessary documents.

- 07 – Demolition to Kinsale Contracting Group for \$40,900
- 08 - Concrete to Elliot Construction Corp. for \$152,000
- 09 – Masonry to Jimmy Z Masonry Corp. for \$32,850
- 10 – Steel and Misc. Metal to Guardian Construction Products for \$80,000
- 11 – Roofing to Metalmaster Roofmaster, Inc. for \$18,477
- 12 – Carpentry, Metal Studs & Drywall to Manusos General Contracting, Inc. for \$109,527
- 13 - Millwork to Heartland Cabinet Supply, Inc. for \$32,625
- 14 - HM Doors Frames and Hardware to LaForce, Inc., for \$25,947
- 15 - Aluminum Windows and Storefronts to Reliant Contract Glass, Inc. for \$28,980
- 16 - Acoustical Ceilings to L.J. Morse Construction Company for \$30,065
- 17 - Resilient Flooring and Carpet to Diversify, LLC for \$86,800
- 18 - Painting to Ascher Brothers Co. Inc. for \$43,930
- 19 - Signage to ASI Illinois for \$7,125
- 20 - Window Treatment to Just-Rite Acoustics, Inc., for \$7,800
- 21 - Fire Suppression to S J Carlson Fire Protection, Inc., for \$20,804
- 22 - HVAC 2 to MG Mechanical for \$46,400
- 23 - Electric 2 to Benson Electric Contracting for \$291,623
- 24 - Earthwork to Stark & Sons Trenching, Inc., for \$59,555
- 25 - Site Utilities to DK Contracting, Inc., for \$49,281
- 26 - Asphalt Paving to Chicagoland Paving Contractors, Inc., for \$32,500
- 27 - Site Concrete to Elliott Construction Corp., for \$45,000

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

**Award of Contracts.** It was moved by John Engebretson and William Weller to award FF&E Contracts to KI, Hendrickson and LFI in an amount not to exceed \$417,500.00 and authorize the Board President to execute any documents necessary to join the purchasing cooperatives in order to get that pricing.

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

**5. Library Closing.** It was moved by Rebecca Sisler and seconded by Cary Waxler to transition to all Virtual CLPL Services and stop physical services (curbside delivery, returns, and, in-person library visits if currently in place) as of end of the day Saturday, December 12, 2020. The Library will provide virtual services and staff will work remotely throughout the Repairs Project construction.

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

**B. Personnel.** Bonnie Drew moved and Rebecca Sisler seconded to suspend the vacation leave accumulation limit as of December 31, 2020 and vacation leave accumulation limits, per CLPL's Personnel Policy, will be back in place as of December 31, 2021.

**Roll Call:**

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

**Nay:**

**Abstain:** none

**Motion Passed**

**C. Elect New Board Treasurer.** It was moved by William Weller and seconded by John Engebretson to close nominations for Treasurer and to elect Alice Fellers as Treasurer through to the next Officer election in July 2021.

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

**XI. Board Discussion.** Rebecca Sisler was appointed to the Personnel Committee to replace Stacey Lorenz who is resigning as Trustee effective November 30, 2020.

**XII. Staff Reports.** Cary Waxler commended Julie Gibson's RFID status report for its thoroughness. Bonnie Drew commended the entire Library staff for their teamwork in culling the collection, doing curbside services, handling the call center, accommodating the opening of the Library, transitioning to RFID, and engaging in the virtual services that include creating, editing, uploading, publicizing and IT support.

**XIII. Adjournment: It was moved by John Engebretson and seconded by William Weller to adjourn at 9:36 p.m.**

**Roll Call:**

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

**Nay: none**

**Abstain: none**

**Motion Passed.**

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James Becker, Secretary