

Wood Dale Public Library District
Special July Board Meeting Minutes
July 25, 2011
7:30 p.m.

Meeting began at 7:30 p.m.

The meeting was called to order by President Winger.

I. Roll Call:

Present: Dunn, Norris, Sparacio, Stillabower, Winger

Absent: Matuszewski, Zaremba

Others Present: Bergendorf, Eallonardo

II. Town Hall: No one was present for town hall. *(Please note: Trustee Zaremba entered the meeting at 7:31 p.m.)*

III. New Business

- A. Presentation, Discussion, and Action on Snow Melt System Installation Contract**
- B. Presentation, Discussion, and Action on Parking Lot Rehabilitation Contract**
- C. Presentation, Discussion, and Action on ICS Service Proposal**

Norman Eallonardo gave an overview of the submitted bids for the Snow Melt System Installation Project and the Parking Lot Rehabilitation Project. As for the Snow Melt System Installation Project, he reviewed the recommendation letter from AMSCO Engineering regarding the low base bid of \$68,000 from Amber Mechanical Contractors, Inc. and recommended that the Board move forward with the low Base Bid to complete both phases of the snow melt project at this time.

Norman Eallonardo reviewed the recommendation letter from Cowhey Gudmundson Leder, Ltd., advising that Schroeder Asphalt Services, Inc. was the recommended low bidder at \$146,500.00 for the parking lot rehabilitation project. He outlined the expected construction time period, the project phases, and other costs that may arise with this project, including the fee from ICS to serve as the Construction Manager and Owner's Rep. Being no further questions, the Board of Trustees thanked Mr. Eallonardo for his assistance and he exited the meeting. *(Please note: The Board briefly paused the meeting as Director Bergendorf helped Mr. Eallonardo exit the Library.)*

A motion to award the Snow Melt System Installation project to Amber Mechanical Contractors, Inc as the low Base Bid of \$68,000 with contract signing by President Winger and/or Director Bergendorf contingent upon final review by the library attorney was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

A motion to award the Parking Lot Rehabilitation project to Schroeder Asphalt Services, Inc. with lump sum bid amount of \$146,500 with contract signing by President Winger and/or Director Bergendorf contingent upon final review by the library attorney was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

A motion to contract with ICS to serve as the Construction Manager and Owner's Rep in the quoted amount of 7.5 percent of the project cost was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

IV. Director's Report and New Business D. Budget

Director Bergendorf told the Board she would develop the capital plans of the budget to reflect expenditures from the reserve fund and the library fund based upon the results of the two bids awarded this evening and other associated project costs. She also discussed plans to purchase two additional self-checkout machines and an outside book drop. She informed the Board of Trustees the Library was continuing our sponsorship of National Night Out by supplying a children's caricature artist for the event. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

V. President's Report: Nothing to Report.

VI. Correspondence: Trustee Sparacio reported she utilized the new Freegal music service and found it fast and easy to use. Although Trustee Matuszewski was unable to attend the meeting, an article featuring a Library and another article highlighting the expansion of a local business was distributed to the Board of Trustees for their review.

VII. Legal/Ethics Report: Nothing to Report.

VIII. New Business

E. Personnel- Executive Session 120/2(c)1: Nothing to Report.

F. Discussion and Action Concerning Acquisition of Specific Property – Executive Session 120/2(c)5

IX: Executive Session

A motion to go into Executive Session under Presentation, Discussion, and Action Concerning Acquisition of Specific Property – Executive Session 120/2(c)5 at 8:03 p.m. was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

A motion to exit Executive Session and re-enter regular session was made by Trustee Dunn and seconded by Trustee Norris at 8:52 p.m. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

A motion directing Director Bergendorf to continue as discussed in Executive Session was made by President Winger and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

X. Approval of Executive Session Minutes – No action taken.

XI. Adjournment: A motion to adjourn the meeting at 8:54 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.