

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 09.17.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, September 25, 2017, at 7:30 p.m. by President Smart.

Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Supplitt, Thanopoulos, Zyck, and Smart.

Absent: Trustees Medal and Tangney.

Also present: Jeremy Andrykowski, Deputy Director; Mike Driskell, Director of Administration; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Gary Leclair, Facilities Manager; Shannon Distel, Grants and Development Administrator; Janet Moravec, Business Office Administrator; Keith Christian, 20/10 Engineering.

- 09.17.02 There was no **PUBLIC COMMENT**.

- 09.17.03 Trustee Zyck moved **APPROVAL OF THE COMMITTEE OF THE WHOLE MINUTES OF AUGUST 28, 2017 MEETING (Action Item 1)** Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

- 09.17.04 **AUTHORIZATION TO ACCEPT BID FOR COMPUTER AREA HVAC IMPROVEMENT (Action Item 2)** – President Smart invited Mr. Andrykowski to join the table. Included in the approved 2017 budget is \$149,500 to add a roof top air conditioning unit to make corrections that would improve airflow and ventilation in the public computer area. Based on the engineer’s recommendations, staff have deemed the roof top air conditioning unit unnecessary and have modified the design to focus more on improving airflow and ventilation. The system, as designed, would cost substantially less than the budgeted amount. A public bid was held and staff is seeking authorization to move forward with the project by accepting the lowest qualified bid to modify the HVAC system in the public computer area.

Trustee Brody Garkisch moved **THE COMMITTEE OF THE WHOLE RECOMMENDS THE BOARD OF LIBRARY TRUSTEES AUTHORIZE STAFF TO ENTER INTO A CONTRACT WITH STANTON MECHANICAL TO MODIFY THE HVAC SYSTEM IN THE PUBLIC COMPUTER AREA FOR AN AMOUNT NOT TO EXCEED \$24,860, PENDING REFERENCE CHECKS AND ATTORNEY REVIEW OF THE CONTRACT.** Trustee Zyck seconded. All were in favor and the motion carried.

- 09.17.05 **DISCUSSION OF 1978 BUILDING ROOF REPLACEMENT (Item 3)** – In the 2017 budget, \$340,000 was included to replace the roof on the 1978 building. Since deciding to postpone the project in 2017, staff have gathered additional information on project costs, and are now seeking input from the committee on options for moving forward for budgeting purposes.

After discussion, the committee was in favor of including \$425,000 in the 2018 budget for the option of a full tear-off replacement of the roof.

- 09.17.06 **DISCUSSION OF REPLACEMENT OF 1968 AND 1978 AIR HANDLING UNITS (Item 4)** – The engineering assessment completed by Shales McNutt Construction in 2013 recommends the air handling systems, original to the 1968 and the 1978 buildings, be evaluated for possible replacement in 2018. There are three options: replace both units with new; rebuild both units with new parts; or postpone the replacement of the air handling units. During either replacement option, there would be approximately three weeks where temporary cooling for the building would need to be brought in to remain operational. The project would be disruptive to customers since the temporary cooling system would not be as effective as the integrated system. Staff is seeking input from the committee on options of how and when to proceed with the project for budgeting purposes.

After discussion, the committee was in favor of postponing the replacement of the air handling units. In order to minimize disruption, the project could be broken into individual replacements over two years starting in 2020. The current units remain reliable despite their age and staff does not foresee any catastrophic failure in the next few years from these units.

- 09.17.07 **CAPITAL PROJECT TIMELINE (Item 5)** – The committee reviewed an updated project timeline. Projects on the list were identified by Shales McNutt Construction as part of an engineering assessment or identified by staff as necessary but outside the scope of that assessment. The list shows a schedule of projects through 2022.

- 09.17.08 There were no **OTHER** items to be discussed.

- 09.17.09 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Brody Garkisch seconded. All were in favor and the motion carried. The board went into closed session at 7:59 p.m.

The board returned to open session at 8:38 p.m.

Trustee Brody Garkisch moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 25, 2017.** Trustee Supplitt seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Brody Garkisch moved **APPOINTMENT OF MIKE DRISKELL AS THE ACTING DIRECTOR OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY**. Trustee Zyck seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Supplitt seconded. All were in favor and the meeting was adjourned at 8:40 p.m.

Janet Moravec, Recorder