

**DOWNERS GROVE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
WEDNESDAY DECEMBER 18, 2013, 7:30 P.M.  
LIBRARY MEETING ROOM**

**MINUTES**

1. **Call to Order.** President Kathleen DiCola called the meeting to order at 7:30 p.m.
2. **Roll Call.** Present: Trustee Susan Eblen, Trustee Wendee Greene, Trustee David Humphreys, Trustee Daniel Loftus, Trustee Thomas Read, President Kathleen DiCola.  
Absent: None.  
Also Present: Library Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Public Relations Manager Melissa Doornbos, Digital Librarian Mary Styrzula, Information Technology Manager Dale Galiniak, Children's Services Manager Sara Pemberton, and Circulation Services Manager Melanie Mertz.  
  
Also Present: Tiffany Nash and Daniel Pohrte of Product Architecture + Design, Steven Hendrickson and John McNutt of Shales McNutt Construction, Dawn Rhodes of the Chicago Tribune Triblocal.
3. **Welcome to Visitors.** President DiCola welcomed visitors and staff and thanked them for their interest in the work of the Library Board.
4. **Approval of Minutes.**
  - a. November 20, 2013 Regular Monthly Meeting.  
Read requested an amendment to the Minutes to remove his name from roll call votes on page 4, sections a and b, since he was absent from the meeting. The Board agreed to the amendment. It was moved by Read and seconded by Humphreys THAT the Minutes of the November 20, 2013 Regular Monthly Meeting, as amended, be approved. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.
  - b. December 11, 2013 Special Meeting.  
It was moved by Read and seconded by Humphreys THAT the Minutes of the December 11, 2013 Special Meeting be approved. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.
5. **Approval of Payment of Invoices and Other Financial Reports.** Ashton reviewed the invoices distributed in advance. He presented the credit card invoices totaling \$4,458.14 and pointed out a few items of note. It was moved by Read and seconded by Greene

THAT December 18 invoices totaling \$130,985.79 be approved, credit memos totaling \$579.06 be approved, and November payrolls totaling \$185,155.69 be recognized. Roll call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.

**6. Opportunity for Public Comment on Agenda Items.**

There was no public comment.

**7. Opportunity for Public Comment on Other Library Business.**

There was no public comment.

**8. Unfinished Business.**

- a. Library Building Renovation Project. Report and Recommendations by Shales McNutt Construction and Product Architecture + Design regarding Awarding of Contracts. Requested Action: Awarding of Contracts.

Shales McNutt and Product Architecture personnel presented extensive design changes and cost modifications intended to bring the renovation project scope within the amount of funds allocated for the project. The proposed changes exceeded the targeted reduction of \$433,000 in total. The consultants made these presentations with the intent of recommending to the Board that the low bidders in the various trades be awarded contracts for the low bid amounts, accompanied by change orders that would reduce the scope and cost of each contract to bring the project within budget. (Documents attached).

Ashton advised the Board that the Library's attorney, Kathleen Henn of Klein Thorpe Jenkins, had indicated that the awarding of low bid contracts and simultaneous modification of those contracts via change orders would violate various provisions of Illinois law. He recommended that the Board take formal action to reject all bids received on November 22 and direct Product Architecture + Design and Shales McNutt Construction and Library staff to proceed with project modifications and action plans that would result in a re-bidding of the project, at a date to be determined. It was moved by Humphreys and seconded by Eblen THAT the Board reject all bids received November 22, 2013 and direct Shales McNutt Construction, Product Architecture + Design, and Library staff to undertake the necessary work to prepare for re-bidding of the project. Roll Call: Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None.

The Board discussed the tasks, timetable, and communication activities necessary to proceed with the re-bidding of the project.

Discussion centered initially on details of the proposed project cost reductions. Staff review of the proposals has been completed, with requests for a few clarifications and changes. These included changes to the Administration area, the north corridor walls, finish materials, and package pricing of project elements for possible add-back in the event of special funding. Staff also requested further time for review and discussion of the revised phasing plan. In general, the Board agreed

that the proposed cost reductions did not compromise the overall intent of the renovation.

Discussion also focused on the tasks and timetable of re-bidding. Construction will begin approximately three months after the Board gives the architects and construction managers direction to proceed. Although the project will have a later start date, a shorter project duration will also affect the schedule. The Board understood that no price guarantees apply to the current bid estimates, as all second-round bidders are free to offer new pricing for a project of reduced scope and duration. Architects agreed that the inclusion of some deduct alternates in the bid package would be a method for protecting the project budget, and Board members inquired about the possibility of revisiting some of the add-alternates from the original bid package.

The Board agreed to hold a Special meeting on Wednesday January 8, 2014 at 7:30 p.m. to review activities in preparation for re-bidding, agree on project scope, and authorize the Construction Management firm and Architects to proceed with Construction Documents and a formal bid process.

**9. New Business.**

a. New Library Web Site.

Public Relations Manager Melissa Doornbos and Digital Librarian Mary Styrzcula informed the Board about the planning and development work on a new web site. They demonstrated several features. The development is nearing a stage where active user testing will be needed. Doornbos invited members of the Board to participate in this user testing and explained the mechanisms for this. Board members expressed appreciation for the work that has been accomplished and looked forward to participation in the testing.

**10. Report of the Director.**

Ashton briefly summarized his report (attached).

**11. Board Member Comments and Requests for Information.**

None.

**12. Adjournment.** President DiCola adjourned the meeting at 8:47 p.m.