

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF NORTHBROOK  
Northbrook Public Library Business Office Conference Room  
November 6, 2008**

**CALL TO ORDER**

The special meeting of the Board of Trustees was called to order at 4:05 p.m. by Ms. Conat.

**ROLL CALL**

The roll was called by Ms. Anna Amen.

**Trustees present:** Ms. Susan Conat, Mr. Carlos Früm, Ms. Vera Mayer, Ms. Kathryn Plumb

**Trustees absent:** Ms. Miriam Imrem, Mr. Marc Lonoff, Mr. Howard Peltz,

**Staff Present:** Mr. Chadwick Raymond, Mr. Eric Robbins, Ms. Anna Amen

**Guests Present:** None

**APPROVAL OF AGENDA**

Approved as presented.

**APPROVAL OF ELECTRICAL CONSTRUCTION BID**

Mr. Raymond reviewed the Bid Tabulation Summary. He noted:

- 5 bids were received for the project
- Kelso-Burnett Co. was the lowest bidder
- Geary Electric, Inc submitted a request for consideration; explaining that their bid included additional services not requested in the bid and the costs of those services.

He also reviewed the legal statute regarding *Construction, repair or remodeling contracts; procedure for awarding; security (5/5-5)*, which states that the contractor with the lowest responsible bid should be selected for the project. He explained that the electrical engineer hired to assist with this project has not been able to review the bids and perform additional due diligence needed prior to selecting a contractor. Mr. Raymond discussed conversations that he had with Gary Lewis, Maintenance Supervisor at the Northbrook Public Library, KJWW, the Electrical Engineering Company (associates of the engineer working on our project) and Pepper Construction regarding Kelso-Burnett Co, the lowest bidder for this project. He asked that the selection of the contractor for this project be moved to the next meeting when more information is available. The Board agreed with this recommendation.

**REVIEW OF YOUNG ADULT REMODELING PLANS**

Mr. Raymond started the discussion with the following items:

- Mr. Robbins has been working with FGM since the last meeting, but working drawings were not received as anticipated
- Ms. Amen has learned from Ericka Perkins, Grant Manager at DCEO, that the funds need to be legally obligated by 3/31/09 and that means a contract needs to be signed by 3/31/09; funds do not need to be spent by 3/31/09. This gives us more time to finalize the plans for the area.
- Pepper Construction Management is ready to start the project
- Preliminary budget.

Mr. Robbins discussed furniture selections and the costs related to the project. The Board made some recommendations that Mr. Robbins will pursue with FGM and discussed decreasing the project budget. They asked to receive:

- Cost estimate for the moving of the shelves
- Working drawings
- Working budget that incorporates the construction budget from Pepper Management Construction, the furniture budget and the cost for the moving of the shelves.

**ADJOURNMENT**

There being no further business to discuss, Ms. Früm moved to adjourn. Ms. Plumb seconded the motion. Motion approved. The meeting was adjourned at 4:55 p.m.

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Sue Conat, President

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Anna M. Amen, Recorder