

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE SPECIAL MEETING

Monday, May 22, 2023

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Trustee Coburn, Trustee Morris (remote via Zoom), Trustee Shaw, Trustee Suelzer, Trustee Sorensen. Trustees absent: Trustee Pankey, Trustee Pate. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager); Julie Cerqua (Administrative Services Manager); Kim Simchak (staff, entered at 7:35 p.m.). Visitor(s) present: John Shales of Shales McNutt Construction Services.

AUDIENCE TO VISITORS

John Shales of Shales McNutt Construction Services greeted the Board of Trustees.

ACTION: AWARD BID FOR ROOF RECOVER PROJECT

John Shales explained the bid process, project scope, warranties, project alternates and recommendation for the bid award to Weatherguard Roofing.

Trustee Suelzer motioned to approve the award of the roof recover bid to Weatherguard Roofing in the amount of \$223,000; seconded by Trustee Coburn.

Roll call vote

YES: Coburn, Morris, Shaw, Suelzer, Sorensen
NO: none
ABSTAIN: none
ABSENT: Pankey, Pate

Motion carried.

DISCUSSION: HVAC

Director Greenup provided an update with two possible installation timelines for the HVAC project. The trustees agreed to proceed with the second timeline presented.

ACTION: APPROVE SHALES MCNUTT CONSTRUCTION AS HVAC PROJECT MANAGER

John Shales explained what his role would be with regards to the HVAC project in terms of communication and management.

Trustee Morris motioned to approve Shales McNutt Construction as HVAC Project Manager for \$18,300 with any additional fees requiring board approval; Trustee Shaw seconded.

Roll call vote

YES: Coburn, Morris, Shaw, Suelzer, Sorensen
NO: none
ABSTAIN: none
ABSENT: Pankey, Pate

Motion carried.

John Shales and Elizabeth Greenup left the meeting at 7:33 p.m.
Elizabeth Greenup and Kim Simchak joined the meeting at 7:35 p.m.

OATH OF OFFICE

Elected on April 4, 2023, Trustee Shaw and Trustee Suelzer were sworn in by notary Kim Simchak, reciting the Oath of Office as Library Trustee.

Kim Simchak left the meeting at 7:41 p.m.

The Board of Trustees recognized and thanked Trustee Coburn for his two years of service.

Trustee Coburn motioned to adjourn; seconded by Trustee Shaw.

Roll call vote

YES: Coburn, Morris, Shaw, Suelzer, Sorensen
NO: none
ABSTAIN: none
ABSENT: Pankey, Pate

Motion carried.

Meeting adjourned at 7:43 p.m.

Approved June 12, 2023

President

Secretary