

Indian Prairie Library
401 Plainfield Road
Darien, IL 60561

**Board of Trustees Special Meeting
July 31, 2018- 6:30 p.m. – Board Room**

All agenda items may be acted upon by the Board of Trustees

A. Roll Call
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka,
Crystal Megaridis, Diane Ruscitti, Victoria Suriano

B. Mission Statement: We enrich peoples' lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Our community depends upon the Indian
Prairie Public Library District as a vital and trusted resource
for achieving personal goals and enhancing quality of life. With a
welcoming environment and state-of-the-art services, the library
is an essential center of learning, inspiration, and pride.

C. Public Comment

D. Award Masonry Bid

Action

E. Proposal for \$5.00 Fine for Tech Takeout

Action

F. Resolution #2018-A Honoring Asma Akhras

Action

G. Adjourn

**Special Meeting
July 31, 2018**

Exterior Work: Masonry repairs, remove and replace window sealant, paint lintels, repair of vertical expansion joints

We received ten bids for this project. The consultant is checking references and reviewing the scope of the project with the two low bidders. The consultant will have a recommendation at the meeting regarding awarding the bid.

Proposed increase of fine amount for Tech Takeout

Currently we charge \$1.00 per day overdue fines for Tech Takeout. This has not proven to encourage patrons to bring items back. Staff researched other libraries as to the fines they charge and the amounts range from \$1.00 to \$5.00. Staff is recommending we charge \$5.00 per day as a fine. This equipment includes cameras, iPads, wi-fi hot spots, projectors and keyboards.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT BID OPENING - EXTERIOR WORK ITEMS
 JULY 23, 2018 - 9:30 AM

COMPANY	BID AMOUNT	BID BOND	REQ. STATEMENTS
SLATEN CONSTRUCTION, INC.	\$42,900.00	10%	YES
OTTO BAUM CO.	\$45,935.00	10%	YES
REEF, LLC	\$64,900.00	10%	YES
GROVE MASONRY MAINTENANCE INC.	\$76,075.00	10%	YES
JLJ CONTRACTING INC.	\$82,945.00	10%	YES
LOUDER ENTERPRISES, INC	\$87,602.00	10%	YES
BERGLUND BEYOND BUILDING	\$125,000.00	10%	YES
MC BUILDING, INC.	\$148,900.00	10%	YES
MBB ENTERPRISES OF CHICAGO INC.	\$174,250.00	10%	YES
CONTINENTAL CONSTRUCTION CO., INC.	\$256,000.00	10%	YES



1312 Chestnut Street
 Western Springs, IL 60558



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July 31, 2018

Ms. Jamie Bukovac
Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, IL 60561

Dear Ms. Bukovac:

Based upon the results of the Indian Prairie Public Library District's June 23, 2018 bid opening, references from the two low bidders were contacted to ascertain the quality of work performed by the contractors on similar projects. The reference's comments are summarized below:

Slaten Construction:

- Honest and open when discussing work and problems that arose in the course of
- On schedule for both starting and completion dates
- Workmanship – High quality
- Materials – Used specified materials and offered alternatives better suited for conditions in some cases
- Project manager visited site every work day

Otto Baum Company Inc.

- Great quality of work, on time completion
- Scheduled work to accommodate customer schedule
- Architect impressed with work detail and knowledge of how to perform work
- High praise for return service if needed
- Discovered other work needed and brought to attention of customer
- Did not charge for small extras

Both firms were highly recommended by all references and they would definitely use (or have used) their services again.

Based on our findings and both bidder's understanding of the scope of work required by the District, we feel either contractor would meet or exceed the scope of work to be performed.

Sincerely,

A handwritten signature in black ink that reads "James Byczek".

James Byczek
Project Manager

431 Fines and Charges

431.1 Overdue Fines

- 431.1-1 Overdue fines for all items are \$.25 per day per item except for new Adult feature film DVDs, Hot Picks, Playaway Views, console games, kits, and miscellaneous equipment which are \$1.00 per day per item and **Tech Takeout which is \$5.00 per day per item.**
- 431.1-2 Fine calculation starts with the first day after the due date and is counted for every day the library is open. The maximum fine is equivalent to the overdue fine multiplied by 42 days or the price of the items, whichever is less.

431.2 Fees

- 431.2-1 The patron is responsible for ILL fees charged by the lending library or system. These may include charges for photocopies, census microfilm, and books or other materials. For out-of-state interlibrary loan materials the patron will be charged \$5.00 per request. The library will charge \$10.00 to libraries requesting Indian Prairie Library materials who are not in the cooperative.
- 431.2-2 Collection agency fees will be added to all referred accounts.

431.3

Lost Materials

Responsibility for proper care of borrowed materials rests with the cardholder. In the event materials are lost or damaged the cardholder or parent, if the patron is under 18 years old, will be liable for payment of charges and costs for repair or replacement. The library will consider accepting replacement items that are unused and in excellent condition but the final decision will rest with the selector. Materials not returned within 6 months of due date will be considered lost. The patron will be billed the cost of item plus processing fees, collection agency costs, and billing fees. See Section No. 420 - Library Cards.

431.3-1 Indian Prairie Public Library Lost Materials

Replacement costs for lost items will be determined by the price in the SWAN database. The cost for lost parts will be determined by the approved cost list.

A \$5.00 processing fee per item will be charged in addition to the replacement cost of the item. Collection agency fees shall be added to delinquent accounts that are referred to a collection agency.

Patrons who return a "lost & paid" item within 30 days of payment for the item will receive a refund for the cost of the item minus overdue fines if they have the receipt. The library does not refund the processing fee or any collection agency fees that were charged.

431.3-2 Interlibrary Loans

Replacement costs for lost items lent through Interlibrary Loan will be charged according to the price schedule set by the owning library and will be subject to additional fees if incurred. No replacement items can be accepted.

Resolution #2018-A

*A Resolution Honoring Asma Akhras
Indian Prairie Public Library District
Board Trustee*

WHEREAS, Asma was Trustee on the Indian Prairie Public Library District Board from 2017 to 2018, and served as Policy Committee Member; and

WHEREAS, throughout her tenure, she distinguished herself as a dedicated and effective trustee and public official; and

WHEREAS, through her work on this Board, she helped nurture, enhance and perpetuate an important community service, thereby enriching the quality of life in Darien, Willowbrook and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to Asma its sincere appreciation for her wise council and sound judgment; commends her for her exemplary service to it and to the Library; and congratulates her for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to Asma its heartfelt wishes for continued success and much happiness.

Adopted this 31st day of July, 2018.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:
