

**AGENDA**  
**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Troy Township Office Meeting Room (Due to Remodeling of Library Facility)**  
**25448 Seil Road, Shorewood, IL 60404**

**Building Committee Meeting**  
**March 9, 6:30 pm**

1. Welcome
2. Call to order and roll call of Building Committee members
3. Changes/Additions to the Agenda
4. Approval of Minutes from January 12, 2023
5. Approval of Minutes from February 9, 2023
6. Comments from the Public  

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
7. Old Business
8. New Business
  - a. Authorize contract with D & A Landscaping for \$5,180 mowing a season; \$2,810 in Spring/Fall costs, and \$3400 seasonal snow rates, with \$165 per event salt rate. **(Action)**
  - b. Update on remodeling progress at the Library's facility **(Discussion)**
  - c. Set building priorities for FY24 budgeting purposes **(Discussion)**
9. Other Business
10. Adjourn

Any individuals requiring special accommodations as specified by the American with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours in advance of the meeting date.

For further information regarding this meeting agenda, please contact:  
Jennie Cisna Mills, Director  
Shorewood – Troy Public Library District  
650 Deerwood Dr., Shorewood, IL 60404  
815-725-1715, [jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org)

**SHOREWOOD-TROY PUBLIC LIBRARY  
BUILDING COMMITTEE MEETING  
Meeting Room A  
January 12, 2023  
6:30 pm**

The Building Committee Meeting was called to order at 6:30 p.m. on January 12, 2023, by President Thomas Novinski.

**BUILDING COMMITTEE MEMBERS PRESENT:**

1. Thomas Novinski
2. Bob Stahl

**BUILDING COMMITTEE MEMBERS ABSENT:** Tracy Caswell

**STAFF PRESENT:**

1. Jennie Mills, Director
2. Shalyn Rodriguez, Assistant Director
3. Cindy Norman, Finance Clerk

**GUESTS:**

1. Brett Mitchell, Ethos Workshop via Zoom
2. Karen Voitik

**CHANGES/ADDITIONS TO AGENDA:** NONE

**APPROVAL OF MINUTES:**

President Tom Novinski moved to approve the Building Committee minutes from the December 8, 2022 meeting. Treasurer Bob Stahl seconded. The motion passed via a majority vote, with Novinski and Stahl voting 'yes.'

**COMMENTS FROM THE PUBLIC:** None

**OLD BUSINESS:**

- a. Director Mills informed the board that the request for a budget and scope modification on the parking lot project was granted and that the DCEO Grant completion deadline is February 2024. The majority of the project completion, however, will need to be done by October 2023 since asphalt cannot be poured much later than that due to weather. President Tom Novinski moved for Director Mills to put this on the February 9th board meeting agenda for approval to move forward. Treasurer Bob Stahl seconded and the motion passed via majority vote.

- b. Diverzify+ was able to get an update that the carpeting tiles will be shipped on 2/24/2023 and take approximately a week to arrive. The library is looking at a possible closure starting around February 25<sup>th</sup>. Director Mills hopes to have a firm date for the anticipated closure for the Board to approve at the February 9<sup>th</sup> board meeting.
- c. Director Mills presented a draft RFP for the Library's landscaping services. Treasurer Bob Stahl moved for the draft to be added to the February 9<sup>th</sup> Board meeting agenda for approval to be sent out. President Tom Novinski seconded and the motion passed via majority approval.

NEW BUSINESS:

OTHER BUSINESS:

Bob Stahl motioned/Tom Novinski seconded for the meeting to adjourn at 6:50 p.m., with all members present voting "yes."

Respectfully submitted,

Cindy Norman, Finance Clerk

**SHOREWOOD-TROY PUBLIC LIBRARY**  
**BUILDING COMMITTEE MEETING**  
**Meeting Room A**  
**February 9, 2023**  
**6:30 pm**

The Building Committee Meeting was called to order at 6:30 p.m. on February 9, 2023, by President Thomas Novinski.

**BUILDING COMMITTEE MEMBERS PRESENT:**

1. Thomas Novinski
2. Tracy Caswell

**BUILDING COMMITTEE MEMBERS ABSENT:** Bob Stahl

**STAFF PRESENT:**

1. Jennie Mills, Director
2. Shalyn Rodriguez, Assistant Director
3. Cindy Norman, Finance Clerk

**GUESTS:**

1. Brett Mitchell, Ethos Workshop via Zoom
2. Karen Voitik

**CHANGES/ADDITIONS TO AGENDA:** NONE

**APPROVAL OF MINUTES:**

Due to Treasurer Bob Stahl being absent and Trustee Tracy Caswell having to abstain, the approval of the January 12, 2023 minutes was moved to next month's meeting.

**COMMENTS FROM THE PUBLIC:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

- a. Wunderlich Doors provided the board with an updated quote to cover prevailing wage. The quote went from \$14,358 to \$15,408.82. President Tom Novinski moved to approve the new quote. Trustee Tracy Caswell seconded and the motion passed via a majority vote.
- b. Diversify+ will honor their original bid of \$5,370 to tile the upstairs bathroom. Trustee Tracy Caswell moved to authorize spending \$5,370 of the remaining

\$6,078 in funds to tile the upstairs bathroom floor. President Tom Novinski seconded, and the motion passed via a majority vote.

OTHER BUSINESS:

- a. Director Mills informed the Building Committee that Publicity for the Closure will be done through postcards, E-news through Patron Point, bookmarks in holds, signs and banners in the library, all social media outlets, and a press release. The books being checked out have been given extended loan dates, and the Circulation staff have been interacting with the patrons regarding the closure.

Tom Novinski motioned/Tracy Caswell seconded for the meeting to adjourn at 6:50 p.m., with all members present voting "yes."

Respectfully submitted,

Cindy Norman, Finance Clerk

March 9, 2023

To: Building Committee, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Landscaping Award

The Library received 4 responses to its Request for Proposal for Landscaping services. Two services (Midwest Ground Effects and D&A Landscape) were very similar in pricing. D&A Landscape is the overall lowest priced.

**Snow Events:** \$850 per month rate from December 1<sup>st</sup> – March 30<sup>th</sup>/ \$3400 seasonal or \$120.00 per event up to 4", thereafter increases by \$50 for every 4" accumulation. \$165 salt per occasion.

**Summer mowing:** \$185 per mow/\$ 5180 a season.

**Spring clean-up:** \$850

**Fertilize:** 4 applications at \$75/\$300

**Herbicide:** 4 applications at \$65/\$260

**Mulch:** \$850

**Fall Clean-up:** \$550

**Plantings per occasion** \$80

However, the bids were scattered, so I enclosed the next lowest bid in the packet as well from Midwest Ground effects. The other two bids either had much higher snow plow rates (Pocoro at \$9,000) or higher mowing rates (\$10,600 for Dirty Deeds). Those two companies were not in the same range.

March 9, 2023

TO: Building Committee, Shorewood-Troy Library

FROM: Jennie Mills, Director

Re: Selecting Building Priorities for FY24

At the end of March, Will County will set out its levy extension amounts; the first draft of the budget will be presented to the Board at their April board meeting. It would be helpful to have the Building Committee's Budget priorities set so that rough budget numbers could be set.

Some suggested priorities:

- Finish painting out the public washrooms upstairs, the upstairs lobby, and the stairwell. The last time the lobby and the stairwell were painted was in 2011.
- Scraping and painting the steel beams
- Caulking the building.