

**River Forest Public Library  
Special Board Meeting  
MINUTES  
Thursday, June 8th, 2023, at 11:00 AM**

**Call to Order: President Ruggeri called the meeting to order at 11:05 AM.**

**Present:** Ruggeri, Hill, Hopkinson, Long, Berens, Delano. Also present was Operations Manager Shannon Duffy. Director Emily Compton was absent.

**Visitors: none**

**New Business**

**Old Business**

A. Air handler relocation and mechanical room renovation

- i. Change order to relocate chiller valves and to relocate pipes above air handler ductwork (costs to be determined) - vote
- ii. Written determination for approval of change order that exceeds \$10,000 - vote
- iii. Name Library Director as duly authorized designee of the Board to provide written determination for certain change orders - vote
- iv. Change order to update and relocate boiler panel (costs to be determined) - vote
- v. Change order to add duct liner and other duct and VAV work (cost to be determined) – vote
- vi. Change order for base board enclosure and soffit (cost to be determined) – vote
- vii. Recommended further action

At the June 1<sup>st</sup> Special Board meeting, the Board conditionally approved a change order to move the pipes and valves in the room to get the air handler running. Williams Architects has approved the change order and confirmed all six pipes will be moved. Construction Solutions of Illinois believes it will be 3-4 weeks to get the air handler running. As of this meeting, the old ductwork is still in the room. Trustee Hill moved that the Board make a determination that part of the change order issued by Construction Solutions of Illinois to raise the height of four pipes

and two chiller valves at a cost of \$13,207 is in the best interest of the Owner (the River Forest Public Library Board of Trustees) and is authorized by law. Trustee Hopkinson seconded the motion.

Roll call vote

Yes- Berens, Hill, Hopkinson, Ruggeri, Delano, Long

Trustee Hill moved that the Board exercise its authority to name a duly authorized designee of the Board to provide written determinations required under its contract with Construction Solutions of Illinois for change orders that increase or decrease the cost of the contract by a total of \$10,000 or more. The designee who will make such a determination shall be the two Trustees who have approved an emergency expenditure requested by the Director under the authority granted to the Director by the Board at its January 17, 2023 regular meeting. Trustee Hopkinson seconded the motion.

The two trustees who provide written determination will be whoever has the most expertise in the area needing approval. The two trustees make written determination.

Roll call vote

Yes- Delano, Ruggeri, Hopkinson, Hill, Berens, Long

The Board discussed conditionally approving a set amount of money to upgrade the boiler panel and move it to the boiler room. This needs to be done before the air handler can be running.

Trustee Hill moved to approve spending up to \$9500 to upgrade and move boiler panel, conditional on Williams Architects approving the change order. The motion was seconded by Trustee Long.

A roll call vote was taken.

Yes- Hopkinson, Hill, Berens, Long, Delano, Ruggeri

Trustee Hill moved to approve adding duct liner to the duct in order to minimize sound at a discernible amount from the air handler in the new community room at a

cost not to exceed \$4200, contingent on the duct liner not materially changing the dimensions of the duct. The motion was seconded by Trustee Hopkinson.

The Board discussed how much sound dampening would make the liner worth the cost. Trustee Delano stated that 45 decibels is considered average noise in a relatively quiet room, and that speech adds 20 decibels. If the liner reduces sound by 10 decibels, it would be a noticeable difference.

Trustee Delano questioned how the duct liner will affect the size of the duct. President Ruggeri will contact Scott Morlock and IMEG to inquire.

A roll call vote was taken.

Yes- Ruggeri, Delano, Long, Berens, Hill, Hopkinson

Williams Architects asked CSI to remove drywall changes from the change order in the interest of getting the air handler running as soon as possible.

**Next Meeting: TBD**

**Adjournment:** The meeting adjourned at 11:51 AM following a motion by Trustee Berens, seconded by Trustee Long.