EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JANUARY 15, 2014

6:30 P.M.

4TH FLOOR BOARD ROOM
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, January 15, 2014
6:30 P.M.
Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT
   Not to exceed 15 minutes.

3. CONSENT AGENDA

4. INFORMATION/COMMUNICATIONS
   A. “Cradle to Career” Presentation (William Geiger, CEO McGaw YMCA)

5. LIBRARY DIRECTOR’S REPORT

6. STAFF REPORTS
   A. Staff Presentation on Community Engagement (Jill Skwerski)
   B. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS
   A. Finance Committee (Leora Siegel)
   B. Development Committee (Margaret Lurie)
   C. Management Committee (Margaret Lurie)
   D. Facilities Committee (Benjamin Schapiro)
   E. Executive Committee (Benjamin Schapiro)

8. NEW BUSINESS
   A. Approval of Siemens Building Automation Agreement (Paul Gottschalk)
   B. Approval of Total Building Services Janitorial Agreement (Paul Gottschalk)

9. ADJOURNMENT

Next Meeting: February 19, 2014 at 6:30 pm

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.
Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Approval of Siemens Building Automation Agreement

Date: January 9, 2014

Recommended Action:
Staff recommends a one-year extension of the service and maintenance agreement with Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library at a cost of $29,442. This extension covers the third year of a three year agreement approved by the City Council on October 25, 2010 and covers the period January 1, 2014 through December 31, 2014. This extension provides for a 5% annual increase over 2013.

Funding Source:
This extension is funded from the Library Fund – Building Maintenance Services account 4840.62225 at the budgeted amount of $29,442.

Summary:
The Siemens BAS monitors and controls the heating, ventilation, air conditioning (HVAC) and lighting systems for the Main Library. It was installed when the Main Library was built in 1994. The system is proprietary; Siemens is the sole source for replacement hardware and software upgrades and this renewal includes necessary upgrades. The BAS allows staff to monitor and control the HVAC system remotely.
Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Administrative Services Manager
Subject: Approval of Janitorial Agreement with Total Building Services
Date: January 9, 2014

Recommended Action:
Staff recommends approval of the second year of a three-year agreement for nightly janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007 in the annual amount of $85,920.

Funding Source:
This agreement is funded from the Library Fund – Building Maintenance Services account 4840.62225 at the budgeted amount of $85,920.

Summary:
In the Fall of 2012, City and Library staff solicited proposals to perform janitorial services at the Main Library, Civic Center, Service Center and Police and Fire Headquarters. After a lengthy evaluation and interview process, staff determined that TBS was the lowest responsive and responsible bidder and contracting with TBS was in the best interest of the Library. TBS has cleaned the Main Library since 2009 and has performed well. TBS is a Woman-Owned Business Enterprise (WBE).