



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
July 24, 2020 Special Meeting Minutes

Trustees Present: Alex Handelsman, Leslie Cooley, Alex Dimitroff, Elvira Craig De Silva, Donna Whittle, and Jonathan Smucker **All participants attended remotely.** Excused: Bryan Davis, Elvira Craig de Silva

Others Present: Library Director Rachel Collins, Assistant Director Emily Vieyra **All participants attended remotely.**

Call to order: The meeting was called to order at 8:01 AM by Board President Handelsman.

Statement of Public Notice: Director Collins confirmed that the meeting had been posted and noticed according to law.

Consent Agenda: Trustee Handelsman motioned and Trustee Cooley seconded for approval of the entire consent agenda. Consent agenda approved.

#### **ACTION: Library COVID-19 Policy Revision**

Director Collins reported on recommended revisions to the Library Covid 19 policy to be in compliance with the Village of Shorewood Covid 19 Regulations.

**MOTION:** Leslie Cooley moved to approve the proposed Library Covid 19 Policy Revision; Jonathan Smucker seconded. All voted in favor.

#### **ACTION: Renovation master plan consultant selection**

Director Collins presented a history of the creation of the RFP proposal, a summary of responses by 5 consultants, and an overview of the committee selection process resulting in the recommendation of HGA as the preferred consultant. Depth of library experience, diversity of design experiences, breadth of resources, strength of references, responsiveness, local presence, and cost effectiveness were key factors cited by the committee for making this recommendation.

**MOTION:** Trustee Cooley moved to authorize the Library Director to execute a signed Agreement with HGA for the Shorewood Public Library Renovation Master Plan consistent with the proposal submitted by HGA, including all additional information offered during follow-up questioning and the interview process, and involving the Renovation Master Plan Proposal Review Committee and Library budget committee as necessary. The Library Director has the authority to negotiate this Agreement with HGA for an amount up to 15% above the fee proposed by HGA for the deliverables outlined, if additional deliverables are negotiated during the Agreement discussions. The motion was seconded by Elvira Craig DeSilva. All voted in favor.

Adjournment: Mr Smucker, seconded by Ms Craig DeSilva motioned to adjourn the meeting at 8:42 AM. All approved.