

Lawrence Public Library Board of Trustees Meeting
Regular Meeting, 7 p.m./Public Library
Date: 1/17/17

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Marilyn Wagner called the meeting to order at 7:00 p.m. Board members present were: Marilyn Wagner, Mike Neal, Cyndi Hays-Morris, John White, and Luanne Negley. Library Director Terrie Tucker was present. Absent: Susan Moore, and Sue Schultz,

- I. Recognition of Visitors
 - A. Carol Hutchinson (library assistant), and Bill Richardson (Daily Record).
 - B. ADG of Mt. Carmel—Tim Raibley & Jason Wright, architects' presentation of window improvements plan
 1. They have taken existing plans and drawn the existing conditions
 - a. This includes structural columns, single pane windows, insulated panels, and storm windows that were added at a later time (not a lot of insulation and the problem).
 2. Their suggestions (work can be done in 3-4 phases):
 - a. West elevation—take entire window wall out and put back a 3.5" wood or steel stud, insulated, dry-walled, with windows (insulated). Windows can be tinted for assistance with heating and cooling. Best material to blend with masonry exterior is synthetic stucco. Options available on type of venting for windows.
 - b. Vestibule—it is now single pane glass with a 42" door and sidelight. They would replace with a new storefront, insulated glazing, and a door. Interior vestibule glazing would stay the same.
 - c. East elevation—framing between load bearing columns
 - d. North elevation—two groups of triple windows
 - e. South elevation—basement windows included but same plan as west.
 3. Estimations in phases for each façade are available (but they forgot and left them at the office). Estimates are with prevailing wages with 15% overhead and profit for general contractor and a 10% budget contingency.
 - a. Added all together: \$121,000
 - b. West: \$37,000
 - c. South: \$45,000
 - d. North: \$8000
 - e. East: \$31,000
 4. Project will have to be publically bid if over \$50,000. If the project were four separate projects, each under \$50,000, it's possible it would

not have to be publically bid (depends on if grant and federal money involved).

5. If we give go-ahead, they will come and take measurements and draw plans. They will compile a project manual with specs for all the products (type of windows, etc). They will present plans/specs to us for approval and we would then give permission to bid the project. They will help us open bids with tabulation forms, and advise us accordingly. They provide the contract, get bonds if over \$50,000, and during the project they will visit the job as owner reps to make sure the quality as specified is happening. There will be on going project meetings. They will make sure all is wrapped up legally at the end. They advise holding 10% of contractor's money until all closeout is completed.

6. They have a letter/proposal with their fee of \$1800, and if the project is approved they are paid 9.5% of the cost of the project and the \$1800 becomes a part of the fee.

- II. Approval of Minutes (November)
 - A. Under visitors, take Terrie out and put in heading paragraph (going forward)
 - B. Mike moved, John seconded to approve November minutes as presented. Motion passed.
- III. Financial Report
 - A. Accountant's Report
 - 1. November and December reports were presented
 - B. Claims
 - 1. John completed the November claims.
 - 2. No additions or correction on December claims.
 - 3. John motioned, Mike seconded to approve December claims. Roll call motion passed.
- IV. Director's Report
 - A. Report presented by Terrie Tucker.
 - 1. Four positions are open on board. Three people completed forms to run by the deadline. There will be a write-in candidate—Julie Mieure. This was discussed with Will Gibson who confirmed this is the correct procedure. The three people are Deanna Ratts Boyd, Mike Neal, and Janet Faro.
 - 2. A CD matured—it will automatically renew at 1% interest after 10 days. Terrie will call other banks to check their rates.
- V. Youth/Programs Director's Report
 - A. Dianne developed a reading list with the book club for the year. Eight to ten people come regularly.
 - B. An update was given on the summer reading program
 - C. Dianne attended the "Friends of the Library" meeting—they are planning a book sale in February.
- VI. Unfinished Business

A. Windows—Board members are to think about and come back ready to discuss at the next meeting.

B. John noted the contractor for the gable didn't show up. He was swamped with roof repairs and may be waiting until spring. John will check on this. Carol H. reported she saw him (Jim Ralston) and he still has us on his list.

VII. New Business—nothing to discuss

VIII. Executive Session—not required

Meeting adjourned by President Marilyn Wagner

Submitted by:

Cynthia Hays-Morris, Secretary