

Lawrence Public Library Board of Trustees Meeting  
Regular Meeting, 7 p.m./Public Library  
Date: 05/16/2017

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, Luanne Negley, and Sue Schultz. Also present Terrie Tucker (library director). Absent: Susan Moore. Incoming board members present: Janet Faro and Julie Mieux. Absent: Deanna Ratts-Boyd.

I. Declaration of Election Results (via Will Gibson)

II. Oath of Office

A. The Oath of Office was administered to new board members present Julie Mieux, Janet Faro and returning member Mike Neal.

III. Election of Officers

A. Cyndi Hays-Morris nominated Mike Neal to be president. John White seconded. Nominations were closed. Motion passed.

B. Cyndi Hays-Morris nominated Luanne Negley to be vice-president. John White seconded. Nominations were closed. Motion passed.

C. John White nominated Cyndi Hays-Morris to be secretary. Julie Mieux seconded. Nominations were closed. Motion passed.

D. Cyndi Hays-Morris nominated John White to be treasurer. Julie Mieux seconded. Nominations were closed. Motion passed.

E. Mike Neal took over the meeting as the newly elected president.

IV. Recognition of Visitors

A. Carol Hutchinson (library assistant), Dianne Brumley (Youth/Programs Director), Joyce Abel (assistant director), Steve Anderson (WAKO), Bill Richardson (Daily Record), Jason Wright and Tim Raibley of ADG.

V. Presentation on the Window project by ADG

A. The architects are at this point 98% complete with plans. We are to review the plans, and if satisfied the project will be bid.

1. They measured the building and found some deviations from the plans.

2. The work areas have been broken down into 5 phases (5 different areas of the library—East side, West side, North side plus break room and office, South side including basement windows, and storefront area).

3. The front door aluminum glazing will be deducted from the total project to be bid separate as it may be very expensive, as well as including it. Separating that out will allow for taking that out of the project if needed.

4. The library will remain open during the work. Barriers will be put up for dust, noise, etc.

5. The library will be responsible for moving books, furniture, etc.

6. Each phases shall be complete and books/furniture back in place before the next phase begins.
7. About 1/3 of windows vent, and 2/3 do not vent.
8. There will be some color decisions to be made by the board
9. Pre-bid conference is Wednesday, June 7th at 3:30 at the library
  - a. Companies who are interested in bidding meet at the library
10. Bid opening is scheduled for Wednesday, June 14th, 3:30 at the library.
11. A notice to bidders will be sent to the newspapers with the pertinent information. ADG will do this.
12. Their plans should be ready to go by the end of the week. Plans and specs will be here at the library as well in case contractors want to come in to look at them (the plans do not leave the building).
13. It's possible some bids could be fed-exed to library. Very important these are not opened.
14. If anything needs clarified or changed, ADG will make an addendum. We should refer all questions to ADG.
15. There will be bonds/insurance from the contractor for 100% of the project
16. Prevailing wages will be used.
17. Proof is required that prevailing wage is paid. We are to keep those records for three years.
18. Contractor will be required to show no workers are on the child welfare endangerment list.
19. We can keep anything we want that is to be demolished. If we don't keep things, contractor is required to get rid of them.
20. No smoking will be allowed and contractor will provide a port-a-potty so they won't use the library facilities.
21. We don't think we need a dedication plaque.
22. If we have to close, it will be no more than for 3 days and the library will pick those days.
23. ADG will have a monthly meeting with the contractor.
24. Contractor will have a superintendent and anytime 3 or more workers are on the job, superintendent will be there.
25. Bids will be good for 60 days
26. Costs approximately \$122,000. They will be thrilled with base bids less than \$150,000 and they may come in as high as \$170,000.

B. Luanne motioned to approve the plans for the window remodeling project and direct ADG to place the notice for the project in the Daily Record and to bid the project. John Seconded. Roll call motion passed.

C. Tim King—Bond man—he will need to be contacted in June. Terrie will email him to let him know the above dates of pre-bid and bid opening meetings.

#### VI. Approval of Minutes

A. John motioned to approve the April minutes as presented. Luanne Seconded. Motion passed.

- VII. Financial Report
  - A. Accountant's Report—Dave not present. Report was reviewed. Per Capita check has not yet been received from the state.
  - B. Claims: No additions. John motioned to approved the claims as presented. Luanne seconded. Roll call motion passed.
- VIII. Director's Report—presented by Terrie Tucker
  - A. The Friends of the Library held their annual meeting
  - B. Replacement taxes were received (\$915.99) and deposited into general checking account.
- IX. Youth/Programs Director's Report—presented by Dianne Brumley
  - A. Some elementary classes visited
  - B. Upcoming events include Animal Tales on 6/8, Pint Size Polkas on 6/24, Douglas-Hart Nature Center on 7/6, Madcap puppets on 7/12, pizza party on 7/18, and "Fun with Cartoons" on 7/14.
  - C. They are very busy with new library cards for kids.
  - D. An updated budget was presented.
- X. Unfinished Business
  - A. See above ADG report
  - B. Tim Leighty came up with a price to rent a lift to clean the flagpole, prime with one coat, and to put a finish coat, all for \$685. He will also repair the grommets/hooks.
    - 1. John motioned to have Leighty Brothers clean, repair and paint the flagpole for \$685. Julie seconded. Roll call motion passed.
- XI. New Business
  - A. Ordinance #17-01—Establishing prevailing wage rates—for all workers employed in any public works project
    - 1. John motioned to accept Ordinance #17-01 (prevailing wage), Julie seconded. Roll call motion passed.
  - B. Annual Non Resident Fee Agreement (required for IHLS)
    - 1. Luanne motioned to provide the Resolution #01-2017 non-resident fee agreement keeping the non-resident card at \$35 per year. Janet seconded. Roll call motion passed.
- XII. Truth In-Taxation Compliance—not required
- XIII. Other Business—none
- XIV. Executive Session—not required

Submitted by:

Cynthia Hays-Morris, Secretary