

Lawrence Public Library Board of Trustees Meeting
Regular Meeting, 7 p.m./Public Library
Date: 06/20/17

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Mike Neal called the meeting to order at 7:00 p.m. Board members present were: Mike Neal, Cyndi Hays-Morris, John White, Luanne Negley, Julie Mieure, Janet Faro, and Deanna Ratts-Boyd. Library director Terrie Tucker was present.

I. Oath of Office

A. The Oath of Office was administered to Deanna Ratts-Boyd, who was unable to attend the meeting last month.

II. Recognition of Visitors

A. Dianne Brumley (Youth/Programs Director), Steve Anderson (WAKO), Bill Richardson (Daily Record), and ADG representatives Tim Raibley and Jason Wright.

III. Representatives of ADG Tim Raibley and Jason Wright

A. Mr. Raibley presented the bids, which were opened on 6/14/17.

1. Johannes Construction, Inc. bid \$174,900 with an alternate bid of deleting the aluminum in the entryway of \$165,990.

2. Wolfe Construction Company submitted a bid of \$249,000 with an alternate bid minus the aluminum of \$240,000

B. We are obligated to award the project to the lowest bidder, although we are not bound to award the project. We can also postpone the project or make changes and rebid.

C. Mr. Raibley recommends a 10 percent budget contingency. It may not all be spent, but we should be prepared that it could be all spent.

D. Discussion

1. The original debt bond was figured at borrowing \$125,000 for five years.

2. Terrie asked the cost of automatic doors—ballpark of \$3500 per door (but it could be a lot more).

3. Julie moved that we accept the bid of Johannes Construction, Inc. at \$174,900. John seconded the motion. Roll call vote passed with a unanimous vote.

4. Mr. Raibley will go forward with drawing up the contract and a meeting will be set with the contractor to sign the contract. It could take two weeks to one month to get the contract drawn up.

IV. Approval of May minutes

John motioned, Julie seconded to approve the May minutes. Motion passed.

V. Financial Report

A. Accountant's Report submitted by Dave Weger.

B. Claims: John motioned to accept the claims, Julie seconded. Roll call motion passed.

VI. Director's Report presented by Terrie Tucker

A. Terrie notified Tim King of King's Financial Consulting, Inc. of the progress of the windows project.

1. Mike stated we should have a meeting of the finance committee with Mr. King and Dave Weger to discuss the financing for the project. Terrie will organize the meeting contacting Mr. King first for a couple of possible dates—she will then check with the finance committee and Dave Weger.
2. There was a piece of the roof that came off—John checked on it and will notify Jim Ralston about the minor damage and have him repair it.

VII. Youth/Programs Director's Report

A. The report was presented by Dianne Brumley.

1. The summer reading program started-195 kids were registered. There were 75 kids turning in reading logs the first week.
2. Dianne attended a workshop on Library Law
3. New brochures have been developed for the library as well as for the Friends of the Library.

VIII. Unfinished Business

A. Building Committee report—John White

1. We took Tim Leighty's bid for the flagpole—John is trying to find out when he will start.

IX. New Business

A. Cost of Living raises—this will be referred to the personnel committee

B. Committee assignments:

1. Finance: John White (Chair), Luanne Negley, and Janet Faro
2. Personnel: Cyndi, Deanna, and Luanne
3. Building: John (chair), Janet, and Julie
4. Operations: Cyndi, Julie, and Deanna

X. Other Business

A. Terrie had a card from Sue Schultz thanking us for the gift card.

B. Mike put together a preliminary draft of a policy manual

1. He used the Mahomet Library Policy Manual as a template
2. Terrie will forward it to members of the Operations committee, who will review it and eventually present it to the Board for approval.

C. John will contact Henderson Transfer to let them know of the upcoming windows project so they know we will be contacting them for moving services and can give us a price.

Submitted by:

Cynthia Hays-Morris, Secretary