

Hudson Area Joint Library Board
Special Meeting Minutes of April 22, 2010
Approved

Meeting called to order by President O'Connor at 6:00 pm.

PRESENT: Library Board members: Jim O'Connor, Dan Koch, Mike Hipsher, Scot O'Malley, and Sarah Smith present. Marion Shaw, Dave Ostby, and Dan Gavin absent.

ALSO PRESENT:

Linda Donaldson, Jeff Zais, Cindy McCleary (arrival of 6:45 pm), and Roy Sjoberg. O'Connor introduced Roy Sjoberg as a newly appointed board member replacing Sarah Smith on June 1st.

PUBLIC COMMENT:

None.

PLANNING COMMITTEE:

Construction

Keller has requested a construction extension due to the additional days needed to enhanced the elevator pit area. Cindy McCleary representing the Boarman, Kroos, Vogel Group Inc. (BKV Group) will contact Keller and discussed the construction extension.

McCleary reported the carpet is ordered and painting will begin next week.

Furnishings

McCleary reviewed furniture ideas noting the need to order Library furnishings that are "quick ship" given the short timeline of this project. Board Members inquired about durability, space occupation, using existing library furnishings, and appearance/design/color of the furniture suggested by the BKV designers.

MOTION by Hipsher, second O'Malley, to approve BKV Group to move forward with a furniture bid package not to exceed \$100,000. Vote taken. All ayes. MOTION CARRIED. McCleary will attend the May 10th meeting to review furniture bids and for bid approval. Mary and Linda will need to meet with McCleary to discuss library furnishings on Monday and Tuesday April 26 & 27. Later in the week the BKV designers will prepare a bid request and submit the for bids.

Shelving

MOTION by O'Malley, second by Hipsher, to increase the shelving expenditure by \$1,007. Vote taken. All ayes. MOTION CARRIED. The additional cost was for new end caps, canopies, and additional shelving. The shelving company will assemble new shelving, the individual creating the shelving proposal will be on site during the move, and the shelving company will coordinate work with the moving company at the time of the move.

MOTION by O'Malley, second by Smith, to clarify that the authority delegated to the Finance Committee on March 8 to spend up to \$4,000 on remodeling expenses was to be on a per item basis. Vote taken. All ayes. MOTION CARRIED.

Signage

Sign Me Up of Wisconsin, LLC is working on code signage with Braille engraving. Included in the signage proposal is signage near the parking lot entrance highlighting the Library and the Police Department, lettering on the building on the east side and the southwest face of the building, as well as, interior way finding signs.

Data/IT

Donaldson presented the progress of Data/IT needs noting that the T1 removal/installation date is on June 1st, 2010, mentioned the relocation of the Data Closet in which the telephone and data switches, voicemail, and PA sound system will be routed. Since the Data Closet has been moved closer to the elevator wall the length of the telephone wiring will need to be addressed at the time of installation. The elevator equipment room needs an analog telephone line installed and Mike Kruger City of Hudson IT individual knows about the need and will install as soon as possible. The Police Department is moving into the 700 1st Street building on Friday, April 23th, 2010. Starting on Monday, April 26th, 2010 entrance into the building will be by card access. A list of library employees needing card access was sent to Marty Jensen City of Hudson Police Chief.

Review proposals and award contract for moving services

Six companies submitted bids for moving the library collection and furnishings. The Board reviewed the bids noting the moving company's experience in moving libraries, inclusion of a pre-move conference with the library staff, availability of the Project Manager during the move, and assistance in helping library staff in mapping out the new shelving location of the print/non-print collection.

McCleary presented a Bid Tabulation for the Professional Movers document, highlighting relevant experience, and included a document with responses to follow-up questions after the bid deadline.

Five questions were sent for additional information to the moving companies. Questions listed below.

1. Had they anticipated moving the collection so there is growth on the shelf (only filling shelves by 70-85% full)?

2. Will you assist the Library staff in delineating the start and stop of each shelf within the collection?
3. Returned items will continue to flow into the library after close and during the move. Did you anticipate moving these items?
4. Does your proposal include cleaning the shelves prior to reinstalling the collection?
5. The Library is ordering additional shelf frames, parts and pieces to complete the necessary shelving layout according to the architectural plan include in the RFP. If these items are on site at the new facility, did your proposal include these shelving components as well?

MOTION by O'Malley, second Hipsher to accept the moving proposal of Beltman Movers with cost up to \$21,753 and the exclusion of \$806 for shelf cleaning. Vote taken. All ayes. MOTION CARRIED.

Consider sale, gift, or disposal of surplus items

MOTION by Smith, second by O'Malley, authorizes Donaldson to sell and dispose of surplus items. Vote taken. All ayes. MOTION CARRIED.

Adjourn

MOTION by O'Malley, second by Hipsher, to adjourn the meeting. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:15 p.m.