

Hudson Area Joint Library Board
Meeting Minutes of April 5, 2010
Approved with Corrections

Meeting called to order by President O'Connor at 6:30 pm.

PRESENT: Library Board members: Jim O'Connor, Dan Gavin, Dave Ostby (left 6:37 pm), Alan Burchill, Mike Hipsher, Dan Koch (arrive 6:35 pm), and Marion Shaw (left 6:37 pm). Absent: Sarah Smith.

ALSO PRESENT:
Mary Davis, Linda Donaldson, Cindy McCleary, George Klein, Jeff Zais, and Melissa Eystad.

Ostby objected to an informational email that O'Connor sent to select members of the Library Board, not sent to the library director for distribution, and also to the published agenda, which included items that he believes are not permitted at the special meeting. Ostby stated that special meetings may be called for specific agenda items, not the agenda for a regular meeting which was what appeared to be distributed to the Board. Board action is required to change the date of a formerly published regular meeting. Ostby also objected to the last minute addition of an agenda item that was not germane to the top of the special meeting – an item that should be handled at a regular meeting. O'Connor advised that while state statutes regarding the calling of special meetings impose specific procedures on municipalities, he could find no similar requirements for meetings of other public bodies, and that the meeting was called in accordance with the Library's bylaws. O'Connor had no comment to Ostby's other objections. Gavin suggested limiting the agenda to building items only. Ostby and Shaw left the meeting at 6:37 PM

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Comment [MSOffice1]: MOTION by Burchill, second by Koch, to replace paragraph #4 in the minutes with the with paragraph four above. Vote taken. All ayes. – MOTION CARRIED. 4/12/2010

MOTION by Gavin, second by Burchill, to modify the agenda and discuss items 1, 5, 6, and 10 at this meeting. Vote taken. All ayes (5). MOTION CARRIED.

PLANNING COMMITTEE

Report on remodeling of 700 First St

Cindy McCleary representing the Boarman, Kroos, Vogel Group Inc. (BKV Group) reviewed the 700 1st Street building renovation timeline noting that the delivery date of the elevator as May 11th and explained the additional work days following delivery were needed for installation of the hoist equipment, wiring, masonry, and drywall.

She announced that a window (14" w x 9") was installed in the demising wall between the police and the library.

Report on Project Budget

McCleary explained that the soil testing at the elevator excavation site was below the necessary weight capacity of 4,000 lbs per square inch making it necessary to deepen the site by 18" and additional compaction of the soil which resulted in an added cost of \$3,850.

Another change made regarding the elevator was the change in the type of waterproofing material used on the masonry resulting in reimbursement of \$320.

The updated renovation budget shows confirmed cost to date of \$428,436. The total renovation budget is \$698,307.

Review bids and award contracts

Awning over book return

MOTION by Burchill, second by Gavin, to approve purchasing and installing a canvas awning at a cost of \$990 for the outside book drop pathway. Vote taken. - All ayes. MOTION CARRIED.

Signs

McCleary sent a RFP to four manufacturers and installers for code and room signage, interior way finding signage, and exterior building and site signage. Three companies have responded and another company plans to submit a bid before the due date. The three proposals already received are in the \$13,000-\$19,000 range.

McCleary pointed out that included in this RFP is the requirement that the signage company designs the signs and since the sign specifications, such as, size, color, text, and material are not defined at this time the final signage cost may be higher than the amounts noted above. McCleary would like the Library Board at the next Board meeting to authorize moving forward with a certain dollar amount for the signage package. By consensus, the Library Board would like to review the proposals before authorizing expenditure for signage.

Moving services

McCleary stated the collection moving RFP process had an informal bid opening. The amounts ranged from \$19,800 up to \$46,928. Six moving companies submitted a proposal. The four proposals ranged from \$19,800 up to \$23,400. The four companies have moved library collections. As a follow-up, McCleary requested a narrative report from the movers answering the following questions:

1. Had they anticipated moving the collection so there is growth on the shelf in the bid. (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 included in the RFP. If these items are on site at the new facility, did your proposal include these shelving components as well?

BKV Group recommends selecting one of two low bidders with experience in moving library collection. The Beltmann Group Inc. (bid \$21,723) has experience moving library collections e.g. University of Minnesota, Hennepin and Dakota County, Carlton College, and LE Phillips Library Eau Claire, WI-November 2009. The lead person performing the Hudson library move is the same person that moved the library collections at the above locations.

Mohawk Moving & Storage (bid \$19,800) has experience moving library collections e.g. Duluth Public Library, University of North Carolina at Chapel Hill. The lead person overseeing the process was not the same person submitting the bid.

The Library Board elected to review the two bids before selecting a moving company.

McCleary noted that a decision would need to be decided by the last week in April.

Shelving Bids

Since the shelving layout in the 700 1st Street building is 5 shelves per section, the library will need additional shelving for the collection. The existing shelving is compatible with two brands of shelving-MJ and Borroughs

Two companies submitted bids. Both companies prepared an inventory of the existing shelving, detailing number of shelves, backstops, end panels, bases, etc.

The new shelving takes 3 weeks for fabrication and an estimated delivery time of two weeks. McCleary suggested the Library Board approve ordering the shelving as soon as possible. MOTION by Burchill, second by Hipsher, to approve the purchase of shelving with the cost not exceeding \$20,000. Vote taken. – All Ayes. - MOTION CARRIED.

Contractor's Application for Payment

By consensus, the Library Board agrees to pay \$34,799 to Keller Construction Company in accordance with the construction contract.

Consider plan for Furniture/Furnishing purchases

Discussion followed on "Furniture Design, Selection and Procurement" and BKV proposal. McCleary stated that furniture procurement takes 4-6 weeks.

MOTION by Burchill, second by Hipsher, to approve spending \$8,650 for BKV to draw up a conceptual plan for library furniture with a limit of \$450 for reimbursement expenses. Vote taken. All ayes. MOTION CARRIED.

Book Bins for Children's Department

O'Connor will contact O'Keefe to discuss the amount quoted for three bins for the Children's Library and he will bring this information to the April 12 meeting.

Special meeting

MOTION by Hipsher, second by Burchill, to schedule a special meeting for April 22nd, 6:00 pm to discuss and consider building and moving issues and expenses associated with the library move to the 700 1st Street building.

Consider plan for solicitation and recognition of gifts

Jeff Zais presented a draft Donation Policy. Discussion followed. MOTION by Burchill, second by Hipsher, to accept the draft Donation Policy. Vote taken. All ayes. MOTION CARRIED.

Consider contracting for publicity and communication support

Melissa Eystad from World Spirit Consulting will send examples of her work to Library Board members. The Library Board plans to take action on Publicity and Communication Support at the April 12th meeting.

ADJOURN

MOTION by Hipsher, second by Burchill, to adjourn the meeting. Vote taken. All ayes. - MOTION CARRIED. Meeting adjourned at 8:22 p.m.