

**Hudson Area Joint Library Board**  
Meeting Minutes of January 11, 2010  
Approved

Meeting called to order by President O'Connor at 6:35 pm.

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

ALSO PRESENT:

Mary Davis, Linda Donaldson, Matthew Winkler, Donna Miller, Meg Heaton, Marty Jensen, Gloria Kramer, Jeff Zais, Mike Kruger, and Cindy McCleary.

PUBLIC COMMENT:

Gloria Kramer stated she would like to see the area where the library is moving be a cultural courier and she has ideas that she would like to express on this topic.

Jeff Zais reported on Vale Zins a student working on an Eagle Scout project. It is anticipated that Zins will help assemble shelving for the Friends and staff areas.

Jeff Zais was thanked for all his efforts in disassembling and moving the donated shelving from the L.E. Phillips Public Library Eau Claire, WI.

Next meeting Monday, February 8th at 6:30 pm.

MINUTES:

MOTION by Hipsher, second by Smith, to approve the December 14th meeting minutes. Vote taken. All ayes. – MOTION CARRIED.

PLANNING COMMITTEE

Kruger, City of Hudson IT employee, proposed that the Library Board consider including a computer training room in the NMC building layout. He suggested a computer training room could be used jointly by the City and the Library. Kruger pointed out that he is able to supply four to six computers to be used in the training room. He mentioned the advantages of a dedicated training room which include having workstations ready for use and using a computer projector to facilitate learning.

Another proposal by Kruger was possible consideration for office space within the Library to be used by the City of Hudson IT staff.

Kruger reported the cabling at the NMC site has been tested and ends labeled.

He reported Police department will be installing an IP phone system. Gavin suggested that the Library consider switching to an IP phone system by piggybacking onto the Police Department IP phone system. Kruger will research this possibility.

Boarman, Kroos, Vogel Group Inc. (BKV Group)

Boarman Kroos Vogel Group (BKV Group) is a full-service architectural, interior design, landscape architecture, engineering and construction administration firm. Cindy McCleary representing the BKV Group, reviewed the elevator bid process, content of the bid proposal, preliminary NMC/Library floor plans, shared tenant items (computer training room and IT office space).

Elevator

Given the lead time of eight to ten weeks for the elevator, the BKV Group solicited bids from Schindler Elevator, Thyssen Krupp, and Otis Elevator. Schindler Elevator came in with the low bid of \$46,210. Included in the bid is battery power lowering capabilities, a stainless steel cab with 3,500 weight capacity and dimension of the cab allowing transporting large items e.g. emergency gurney.

The bid specification is for the elevator and does not include footings, foundation, hoist way etc. which will be done by a masonry contractor.

McCleary asked the Library Board to award a contract for the elevator company selected by the Library Board. A motion by the Board or a letter of intent is requested by McCleary to proceed forward.

Amended MOTION by Gavin, second by Hipsher, to approve the bid from Schindler Elevator including Alternative #1 (battery power lowering capabilities) at the cost \$46,210 and authorizes a 35% down payment with the contingency that the library board is not required to proceed with a formal bid or RFP process based upon State Statute 62.15, 66.0901. Vote taken. All ayes. MOTION CARRIED.

Schematic Plan

MOTION by Gavin, second by Hipsher, to approve the schematic plan presented in BKV's 1<sup>st</sup> and 2nd pages and present them to the City for approval per lease terms, and also to state our strong preference for an elevator equipment room in the basement, and further to offer a negotiated cost sharing of the police's lobby dividing wall if the wall directs police traffic through the vestibule. Vote taken. All ayes. MOTION CARRIED.

McCleary noted that it is anticipated construction would end the third week in April.

#### FINANCE COMMITTEE

Financial report included in the board packet. No discussion

#### DIRECTORS REPORT

Donaldson reported that the Librarian Assistant job posting will be in the Star Observer for three week starting on January 14th. Mary Davis reported on the LEGO Eiffel Tower and the summer children's reading project.

Back to Books has requested a letter supporting the guidelines in accepting the books and media donations. MOTION by Smith, second by Hipsher, to approve the letter addressed to Ms. Miah Olmsted and signed by the board President accepting the donation noting the donation is an addition to the library ongoing purchase of library materials.

#### POLICY COMMITTEE

Gavin requested a meeting to discuss and formulate public communication policies for the Board members and the Library Director. Donaldson will set up a meeting for the Policy and Personnel Committee.

#### BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

Smith volunteered to help with the moved of the library into the NMC building.

#### Adjourn

MOTION by Hipsher, second by Koch, to adjourn the meeting. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:50 pm.