

Hudson Area Joint Library Board
Meeting Minutes of March 8, 2010
Approved

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

PRESENT: Library Board members: Jim O'Connor, Dan Gavin (arrived 6:50), Dave Ostby, Alan Burchill (left 7:05), Mike Hipsher, and Sarah Smith present. Dan Koch, and Marion Shaw absent.

ALSO PRESENT:

Mary Davis, Linda Donaldson, Marty Jensen, Mike Kruger, Cindy McCleary, and Dean Knudson.

PUBLIC COMMENT:

None.

Next regular meeting Monday, April 12th at 6:30 pm.

MINUTES:

MOTION by Smith, second by Hipsher, to approve the February 8th meeting minutes. Vote taken. All ayes. – MOTION CARRIED.

MOTION by Hipsher, second by Smith, to approve the February 11th special meeting minutes. Vote taken. All ayes. - MOTION CARRIED.

PLANNING COMMITTEE

Cost Sharing-Memorandum of Understanding For Remodeling at 700 First Street Agreement

Funding Security System 700 1st Street Building

Jensen reported that the lowest bid for the 700 1st St building card reader entry security system was \$13,944 and involves the Vine Street, parking lot, and East service entrance. The inner vestibule door from the parking lot would be key access. Knudson explained that the city is requesting the library pay the installation of the security system stating the city would not charge for management of the security system by the Police Department. McCleary reported that the construction budget contained modification of the East service entrance door with hardware and electricity for card reader capabilities. Jensen stated the security software cost is \$1,000 if and when the police move the security system to another building.

MOTION by Hipsher, second by Burchill, to spend up to \$6,000 towards the expense of the 700 1st Street security system and to change the East service entry to a key lock entry versus a card reader entry. Vote taken. All ayes. – MOTION CARRIED.

Jensen expressed his concerns that the evidence room materials in the basement would need to be protected when contractors performed the final elevator connections in the basement elevator equipment and electrical rooms. McCleary stated the anticipated dates for the final installation of the elevator would be from May 1st-15th. Security costs would be up to \$300 per day.

Funding the Comprising Wall 700 1st Street Building

The City has requested that the Library pay one-half of the fire rating common demising wall funding \$6,750.

MOTION by Ostby, second by Burchell, to expend \$6,750 for the cost sharing of common demising wall. Vote taken. Five ayes. Smith nay. MOTION CARRIED.

MOTION by Gavin, second by Burchill, to authorized O'Connor to sign the agreement as modified by discussion. Vote take. All ayes. MOTION CARRIED.

Telephone System 700 1st Street Building

Kruger reported the city is upgrading the telephone system at the city hall and the Police Department to a hybrid system. The telephones will be Panasonic and will be a voice over IP system. Kruger that the expense to move, re-install, and functional the Library telephone system at the 700 1st Street building location is \$800. Moving the telephone trunk is additional funding which involves contacting AT& T. Kruger reported installing AT&T DSL failover line on a separate router if the Comcast line was to malfunction. When switching over the telephone service, service can be available at the 900 4th Street building and the 700 1st Street building realizing only one location has inbound service. MOTION by Hipsher, second by Gavin, to spend up to \$800 to move, re-install, and test the telephone system at the 700 1st Street building with City support. Vote taken. All ayes.

Awarding Construction Bid for Library Renovation of the 700 1st Street Building

McCleary reviewed the construction bid with the recommendation that the library select Keller Construction Co. The bid was \$305,491 with five add alternates. Keller omitted the two book drops, the face plate with stainless steel shoot, and bins. The value of these items is \$12,000. The Finance Committee recommended not including the book drop canopy (\$12,000) as noted in the construction bid.

MOTION by Ostby, second by Gavin, to accept the Keller Construction bid (\$305,491) with add alternates A1, A2, A3, A5, A6 for the renovation of the 700 1st Street building recognizing that the book drop equipment has been omitted from the bid with the understanding that the library will purchase the book drop equipment up to \$12,000 and Keller Construction Co. will install the equipment at no additional cost. Vote taken. All ayes. – MOTION CARRIED.

Book Drop Canopy

Funds for the canopy would come from the contingency fund. McCleary will request proposals for a less expensive canopy.

Motion by Gavin to allow the Finance Committee to approve modifications to the existing contract during the course of the construction and moving process of the new library without convening of a Board meeting to do so and allow those item changes at a cost not to exceed \$4,000 and communicating to the Board Members by email or letter. Vote taken. All Ayes. – MOTION CARRIED.

Consider planning public communication

O'Connor reported this is a work in progress.

Hipscher shared information about a Donor Recognition wall. A document was distributed.

FINANCE COMMITTEE

MOTION by Ostby, second by Smith, to approve the Expansion Budget. All ayes. Vote taken. – MOTION CARRIED.

DIRECTORS REPORT

MOTION by Smith, second by Hipscher, to change the Library name to Hudson Area Library for signage purposes. Vote taken. All ayes. – MOTION CARRIED.

POLICY COMMITTEE

Board spokesperson policy

No Report.

BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

Fundraising and/or Recognition Policy.

Adjourn

MOTION by Ostby, second by Smith, to adjourn the meeting. Vote taken. All ayes. - MOTION CARRIED. Meeting adjourned at 8:15 p.m.