

Parlin-Ingersoll Public Library Board of Trustees

Special Meeting **Minutes July 8, 2020**

A.) Call to Order:

Present: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar

Absent: Laura Kessel

The meeting was called to order by President Meade at 4:36 p.m.

B.) Public Comments

There were no public comments.

C. Agenda Item

The Board discussed the proposed change order from Otto Baum and Phillips and Associates for the remaining section of concrete for the parking lot.

Bill Phillips received a proposed change order from Otto Baum on July 2, 2020. It gave a quote to complete the public parking lot in concrete. Mrs. Bunner spoke with our attorney, Phil Lenzini, to see if we could accept a change order or if we would need to go out for bid. He felt it would be “legal” to accept this as a change order if the Board approves it and the cost is acceptable.

Mrs. Bunner met with Sue Freiley on July 3, 2020 to discuss our finances regarding accepting this quote. Mrs. Freiley feels if the library needed the extra cash, she would be able to sell out an investment for cash on our behalf. The library also has a few investments callable in the next few months. Transactions from the account require two of three signatures from President Trygve Meade, Treasurer Jana Emmons, and Director Kimberly Bunner.

Here are the positives:

1. The cost of completing the project in one fiscal year could save as much as \$240,000 over the cost of piecing the project out over 4-5 years.
2. Otto Baum does excellent work, and the cost per square footage is comparable to that of Phase 1, which was the lowest bid
3. There would be less disruption for patrons over the next few summers

Here are the negatives:

1. There would be a drop in income from the interest being paid on the amount withdrawn for the project
2. Income is already estimated to be lower from the economic effects from COVID-19, and tax monies will not be received until FY22

The library currently has enough in the checking account to cover the Phase 1 costs without selling anything in the reserves. In correspondence with Mrs. Bunner, Bill Phillips

recommended approving a change order with Otto Baum in an amount not to exceed \$84,000. He believes the final change order amount will be about \$82,095 pending their review of the architectural drawing of the work. The architectural fees would be no more than 10% of the cost.

Approved Motion: The board voted unanimously to approve accepting a change order from Otto Baum. (Motion: Mr. Leighton; Second: Mrs. Ludlum).

Approved Motion: The board voted unanimously to approve a change order cost from Otto Baum not to exceed \$84,000 with the total cost including architectural fees not to exceed \$93,000. (Motion: Mr. Leighton; Second: Mrs. Ludlum).

Adjournment: The meeting was adjourned at 4:55 p.m. (Motion: Mrs. Vogel; Second: Ms. Emmons).

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, July 15, 2020, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____