

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of September 30, 2010**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Board Room at 4:00 p.m. on Thursday, September 30, 2010.

Present: President Diann Guns, Vice President Paula Connors; Trustee David Hammer; Trustee Fred Miller; Secretary Kristen Smith; Trustee Michael Willis; Library Director Susan Henricks; and Recorder Denette Kellogg
Excused: Trustee Elizabeth Leeper
Staff Present: Jennifer Long, Secretary
Public Present: Jim Kolf, Durrant Group

1. President Diann Guns called the meeting to order at 4:02 p.m. and the agenda was adopted. Introductions of Board members were made to new Administration staff member Jennifer Long.

"Moved to adopt the meeting agenda of Thursday, September 30, 2010 with the addition of moving the Board Renovation agenda item to follow Adoption of the Agenda."

Motion: Connors
Second: Smith
Vote: Aye – 6; Nay – 0

2. Renovation Project Update – Action:

Guns reported on a contingency fees update as provided by the City Engineer. Henricks reported on outstanding costs that will affect the contingency fees as listed in her Board summary. In addition, the additional shelving on first floor is estimated at \$10,000.

Construction Manager Jim Kolf, of Durrant Group, provided an update as the construction project nears its completion.

Kolf reported that in all there were ten to twelve main contracts with contractors. Kolf reported that there are a lot of little things yet to be completed that are on the punch list. The plan is to have all of this completed (less some of the larger issues that are still in question,) by the end of October. Kolf reported they are currently compiling all of the contracts, warranties, and other documentation in preparation to turn it over

to the Library. Some contractors are asking for final payment or retainage. If there is final work, 200% of the estimated cost will be kept back. The City Council must approve the final release of all contracts.

Kolf reported on a few problems including issues with the building temperature controls and getting these issues addressed by the contractor. Kolf reported that as the project is winding down, the temporary Durrant office in the Library will be cleaned out with Construction Manager Rick Golus working from the main Durrant office. Durrant will be on the project until all contracts are closed out. When closed out, the warranty responsibility falls on the owner to contact the contractor in this regard. Kolf offered for Durrant to assist if there are any if there are any problems with getting this done.

Guns asked if Durrant receives final payment after everything else is done. Jim responded yes, and this could take a while, due to disputed items.

Guns asked who determines what 200% of the cost of the remaining work is and will a disputed item fall under this category? Kolf reported that currently no funds are being held back on the disputed items, with the exception of the limestone problems.

Kolf reported on the original historic lights in third floor rotunda. The fixtures were bent by the contractor during construction. Guns asked that Willis investigate this with Construction Manager Rick Golus.

Kolf reported on the landscape stone issues. He has contacted Jackson Tuckpointing, who will be meeting with a national expert coming to town to do repair at the court house and federal building. Henricks reported that a guarantee in writing is needed so that over time a repaired stone will perform as well as new stone.

Hammer thought that the appearance of the lights in the Board room could be more attractive.

Kolf reported on the following items currently on hold that will not be completed by the end of October; the new Bluff Street door and step, sound wall installation in bathroom near Adult, and utility door replacement. These items, if not already added, need to be added to contingency fees.

Miller asked about lights and fluorescent tube replacement as he was told by the electrician that these will need to be switched out in the future. Kolf reported that technology for the lights is moving forward with improvements in energy efficiency.

The biggest items left are the closing out of the various mechanical systems and final testing by the contractors to make sure the systems are running as expected and designed.

Miller commented that at the grand opening the heater and air conditioning were running at the same time. Kolf said this is one of the problems that he is working on with the controls contractor.

Kolf provided an example of a glass that could be used to replace the historic glass that closely resembles the current glass. An estimate of the replacement glass will be provided.

The Board thanked Kolf for his report.

3. Approval of Library Board of Trustees' Minutes of Thursday, August 26 2010.

"Moved to approve the Board minutes of Thursday, August 26, 2010."

*Motion: Connors
Second: Smith
Vote: Aye - 6; Nay - 0*

4. Board President's Report:

- A. Communication with Dubuque City Council – Guns reported on the summary report of the Board to the City Council from the Library Board meeting held Thursday, August 26, 2010.

"Moved to receive and file the Communication with the Dubuque City Council from August 26, 2010."

*Motion: Connors
Second: Miller
Vote: Aye – 6; Nay – 0*

- B. Tentative Schedule of Library Board Meetings – Guns reviewed the proposed tentative schedule of Board Meetings through August 2011. Guns noted that the November and December Board meetings are held on different dates due to the holiday schedules in those months.

"Moved to receive and file the tentative schedule of Board Meetings through August 2011."

Motion: Miller
Second: Hammer
Vote: Aye – 6; Nay – 0

5. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks provided a written summary of the following items to the Library Board with the following additional comments:

- 1) Library Financial Report – Henricks reported that the month of August marked sixteen percent of the fiscal year as lapsed with expenditures also at sixteen percent year-to-date. Revenue raised was at eleven percent of budget projections. Henricks reported on the Members of the 28 Agency meeting. It was agreed by the Agency to split the \$6,000, which was received from the City of Asbury as compensation for breaking the Agency agreement, evenly among Dyersville, Cascade and Dubuque. Henricks reported that the County Library revenue budget is expected to decrease significantly now that Asbury has a branch of the County Library in their community. Peosta has sent notification of their intent to withdraw from the Agency as NICC will add a public Library where the County will offer services.
- 2) Library Use Statistics – Henricks reported that Circulation for August was down sixteen percent from the previous year, but that the year-to-date circulation was approximately the same. The statistics counted for questions asked by patrons rose tremendously which was expected due to the several changes in locations of materials. Henricks reported that the gate count appears to be off, lower than expected, for the month of August and that this will be monitored closely to review next month.
- 3) Personnel Update – Henricks reported on extending the search for the Library Aide – Reader's Advisory Desk as two additional staff are needed. Interviews will begin in late September for these two positions.
- 4) Library Grand Opening Update – Henricks reported on the well attended and successful grand opening events over four days that included best-selling author visits and programs by

Authors Dennis Lehane, Richard Peck and Gary Paulsen. Other highlights were the Jim Gill children's family program and the Edgar Allan Poe impersonator. Henricks reported of note that library attendance on Saturday, September 18 numbered 1,361 and on Sunday, September 19 visitors numbered 798 during the four hours the Library was open.

- 5) Renovation Update – Henricks provided a report on contingency fees and provide a report listing any items that remain unfunded that would total about \$105,000. The items were originally planned as part of the renovation:

- 3 self-check machines - \$33,000
- ICN Room - \$10,000 (the actual cost would need to be further investigated)
- Public computers - \$20,000
- Super graphics - \$10,000
- Staff Lounge – \$32,457 (carpeting and ceiling was done)

Guns asked if all of these items are still needed. Henricks reported that the Staff Lounge could be modified.

Henricks reported on outstanding costs for the renovation as follows:

- Furniture for Children's Program Room - \$5,424.94
- Signage - \$5,000 (will need to be further reviewed)
- Stools for Children's Internet area - \$1,000
- Campaign pledges are currently short about \$50,000

Henricks reported on the need for a maintenance agreement estimated at \$13,000 for the heating, ventilation, and air conditioning (HVAC) that was not originally budgeted as information provided for this year's budget was not accurate. Miller requested to review the proposed contract. The Board agreed to move forward with this and Henricks reported she would work with City Engineer Steve Brown in getting this accomplished.

The Board discussed the contingency fees asking who is ultimately responsible for the distribution of remaining funds

as there is interest in funding areas that were postponed. Additional discussion took place as to the questions about compensation to Durrant and OPN Architects that had been previously brought up to the Library Board.

- B. Library Comment Cards - The Library Board reviewed the comment card provided.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Grand Reopening Summary, Personnel Update, Library Renovation Project Update and Library Comment Cards."

*Motion: Connors
Second: Hammer
Vote: Aye – 6; Nay – 0*

6. Items for Action:

- Proposal to Hire Consultant for Technical Services Review – Henricks provided detailed information in regard to her recommendation to hire a consultant to evaluate the technical services activity work flow and processes and that the timing fits well. The outcome would provide a comprehensive evaluation of the department to make informed decisions and the ability to reduce the back log would make this a worthwhile investment. The proposed cost of the consultant for the report with recommendations that includes per diem is \$8,000. Henricks recommended that the funds be taken from the General Gift Trust that has approximately \$125,000 available.

Miller asked about getting input from other libraries on how they handle workflow and other similar issues. Henricks reported she has received input, but most other libraries do not have the work flow that C-SPL has. Miller motioned that the item be tabled until next month to review what has been accomplished so far and to study the request for proposal (RFP). His motion did not receive a second. The Board agreed with Henricks to pursue reference checks on the consultant.

"Moved to approve the expenditure of \$8,000 from the General Gift Trust to hire a consultant to evaluate the technical services activity workflow as recommended by Library Director Susan Henricks along with a reference check on the vendor prior to official hiring for the project."

Motion: Connors
Second: Smith
Vote: Aye – 6; Nay – 0

7. Library Board Adjournment - The Board adjourned at 4:58 p.m.

"Motion to adjourn."

Motion: Hammer
Second: Connors
Vote: Aye – 6; Nay – 0



Kristen Smith, Board Secretary