

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 14, 2012**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 1:00 p.m. on Thursday, June 14, 2012.

Present: President Paula Connors; Vice President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee Diann Guns; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee David Hammer and Trustee Jenny Weiss

1. President Paula Connors called the meeting to order at 1:04 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, June 14, 2012."

Motion: Miller

Second: Willis

Vote: Aye – 5; Nay – 0

2. Action Items: Connors reported on the regular construction meetings as part of the Library renovation project which were held with the City Engineer, Library Operations Committee members and Library Director Henricks. Connors reported that at the most recent meeting two items had come up that require Board review and possible action as the Committee is meeting after the Special Board Meeting to consider these items.

- A. Library Mezzanine Painting Project – Connors reported on the Library Mezzanine painting project that is funded by FY-13 Capital Improvement Project (CIP) budget funds originally scheduled for early July 2012. The original estimate provided by City Engineering for the project is about \$20,000 short. Originally, it was thought that the Library could use CIP funds for other Library projects that are expected to be under budget. Guns reported that there is a new practice by the City of selling bonds for CIPs at scheduled times during the year and the next one will not take place until September, 2012. The Library is hosting a large Library conference in October and the Board agreed the importance of having the project completed by this time.

Guns reported that, at the meeting, discussion was held on how to come up with the \$20,000. City Engineer Steve Brown suggested that he write a letter to the City Manager asking the City to cover the shortage until bonds are sold in September. The Board discussed the pros and cons of a backup plan of possibly loaning \$20,000 from the Library gift trusts should the City Manager not approve the first suggestion. Connors and Guns provided background on a previous loan made to the City from the gift trusts not yet replenished.

"Moved to approve the Operations Committee of the Board to have the authority, should the City first refuse to fund the shortage, to enter into a loan agreement with the City up to \$20,000 to complete the Mezzanine Ceiling painting project with reimbursement from the City to the Library Gift Trust by September 30, 2012."

Motion: Miller

Second: Willis

Vote: Aye - 5; Nay - 0

- B. Library Heating, Ventilation, Air Condition (HVAC) Maintenance Contract – Connors provided the background of the Library's HVAC system, designed by KJWW Engineering Consultants, and the contract to install and get it up and running by Geisler Brothers Company, who sub-contracted with Engineered Controls. The City engaged KJWW Engineering Consultants to come consult in order to work out issues with the system. The project has had many problems and has taken longer than scheduled to be commissioned, and is still not closed out. The system has questions surrounding what is and is not under warranty due to the length of time it has taken to get the system 100 percent operational. The retainage was held with Geisler Brothers Company in hopes to rectify some of the problems. The City Manager has recently agreed to return the retainage to Geisler and suggested a service contract with Geisler Brothers Company for one year, for \$8,700, to work on issues without regard for the status of warranty.

Henricks provided background on the current preventative maintenance contract with Total Maintenance, Inc. (TMI) who has been responsive to issues with the system. Other sub-contractors such as MMC Mechanical Contractors, Inc., have also done warranty work recently covering major parts at no cost to the Library and have been responsive to service requests.

Guns requested a recommendation by the Board for the Committee to provide a response to the City Engineer and City Manager.

The Board discussed the option of contracting with Geisler Brothers Company with the ongoing problems and dissatisfaction it has had. The Board discussed the alternatives. One alternative, based on if the funding is being provided by the City, is having redundancy with Geisler Brothers, along with asking for additional funds for a full service contract with TMI. Another alternative discussed is to use the funds provided by the City to purchase a full service agreement with TMI and to help cover any large component costs.

"Moved to charge the Operations Committee of the Board to report to the City Engineer that the Library Board declines a one-year HVAC contract with Geisler Brothers Company, and will continue with its current HVAC vendor, TMI, requesting that the City fund a full service contract with TMI; or to provide the Operations Committee authority to enter into any other arrangement that the Committee finds acceptable."

Motion: Guns
Second: Anderson-Bricker
Vote: Aye - 5; Nay - 0

3. Library Board Adjournment - The Board adjourned at 2:00 p.m.

"Motion to adjourn."

Motion: Guns
Second: Willis
Vote: Aye - 5; Nay - 0



Frederick K. Miller, Board Secretary