

Lee-Whedon Memorial Library

Board Meeting December 9, 2019

Present: I. Mark, C. Kiebala, S. O'Dea, D. Schwert, C. Cooper, S. Kleinhans

Excused: B. Conners, K. Mostyn

The Open Hearing was held.

C. Cooper called the meeting to order at 4:02 p.m.

The agenda was unanimously adopted on a motion by S. O'Dea and seconded by C. Kiebala.

The November minutes were unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.

Financial Reports were distributed for the month of November:

- November Drawer and check Deposit \$750.95 (Fines \$324.68, Fax \$247, Notary \$15, Lost \$31.93, no memorials or programs)
 - Checks deposited: National Geographic \$22 (refund), Rundel \$19.04 (book sale)
 - Square automatic deposit: Fax \$17.23 and Fines \$46.18
 - Total cash & credit deposits: Fax \$264.23 and Fines \$370.86
- Aging: \$10,358.64, Transactions: \$-2,939.66
 - All trustees present read and initialed the reports
- Additional deposits
 - Received Medina Central School check #1 of 2. Deposited \$273,132.09 into Bank of Castile Corporate account on 11/25/19. The second check is forthcoming.
- C. Cooper distributed an invoice from Pres Services, LLC for \$10,800, which will be paid from the Capital checking account. S. O'Dea made a motion to pay the bill and C. Kiebala seconded, upon clarification of the terminology "Battery Storage" from the invoice. The motion passed unanimously. C. Cooper will inquire about this terminology.
- The Report from Cassidy Albone was reviewed as was the Credit Card Report. Catherine noted that some books are purchased from Amazon or the Book Shoppe if we cannot obtain them from our book vendors.
- D. Schwert enquired what price we charge for a missing book and C. Cooper clarified that the full replacement value of the book is billed.
- D. Schwert made a motion to pay all bills and was seconded by I. Mark. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

Our monthly statistics for November were an attendance of 5,576, circulation of 5,729, computer use of 345, Overdrive downloads of 93, Zinio downloads of 42, and Hoopla downloads of 210.

C. Cooper heard back through e-mail from Richard Mauser from RAM Architects regarding the front-end documents for the bids. In the e-mail he included two examples of previous work from St. Thomas Episcopal Church in Rochester and The Abbey of the Genesee Bread Store in Piffard. These documents were distributed to board members to review. His e-mail indicated that our front-end specs would include Divisions 0 and 1 only, as well as the Mechanical and Electrical sections. C. Cooper forwarded the final review from Pres to Mr. Mauser, which he requested. Mr. Mauser included many questions in his e-mail which are listed below. All answers from the board are in red:

- 1) Will this be completely open bidding or an invited bid list? My experience has been that the contractors on invited bid lists tend to wean themselves off it, even though the competition is limited to only a few. I've had better turnout with open bidding. Is there a preference? Does the funding source stipulate requirements? **It was decided that this would be an open bid, offered to the lowest qualified bidder. In**

order to determine the qualifications of the bidder, it was decided that Tim Ames, the Clerk of the Works, would review the bids. C. Cooper will check with NIOGA to see if there are stipulations with Construction Grant money.

- 2) Will you have to contract with the lowest qualified bidder or will you be able to pick as you wish from the lowest two or three bidders? Does the funding source stipulate requirements? From the previous question, it was decided that we will offer the bid to the lowest qualified bidder and C.Cooper will check about any stipulations from the Construction Grant.
- 3) Are there any hazardous materials present that will be affected by the Work? Has a survey of those materials been done? The results? The only hazardous material is asbestos. A survey has been completed bur there are no results yet.
- 4) Will you want me to be involved with:
 - a. attending / conducting the pre-bid walk-thru, or will PRES or Mr. Ames do that? Tim Ames will handle this
 - b. sending out the bid packages, collecting fees/deposits for paper copies of the sets? (some clients want to have the bidders pay for drawings/specs. PDFs are free) We will have Mauser handle this
 - c. issuing addenda / clarifications to the bid documents (basically assimilating and distributing addenda information from PRES) or will PRES do this? We will have Pres handle this
 - d. checking references of the low bidder(s)? Tim Ames will handle this
 - e. negotiating the contract price with the low bidder? (sometimes done if the cost is more than expected, so some "value engineering" is suggested by the contractor, with resulting modifications to the design / specified products and reduction in cost.) We will have Mauser handle this
 - f. drafting the owner/contractor agreement? We will have Mauser handle this
 - g. any construction phase services, such as drafting change orders, reviewing change order costs, and/or reviewing and/or authorizing the contractor's payment applications? Tim Ames will handle this

C. Cooper will follow up by e-mail with R. Mauser.

It has been a quiet start to the month of December. We still have the school bell and have brought in a little money for the Medina Historical Society. We have been accommodating bell ringers at any time of the day.

Holiday Ornament voting continues through December 14. We offer both in-house voting and online voting.

We hosted Brushstrokes this month and the kids painted a Santa. The man in the red suit arrived Friday evening, December 6 and was a big hit with many children and parents attending. We had a wonderful turnout despite the Toddler Inn Pageant held on the same evening.

The Staff Christmas Party will be held on Monday, December 16. The library will be closed from 12 – 2 that day.

Board members passed around appreciation cards to sign for the staff.

Programs:

- “Finally Fridays!” schedule has been set and is available. We did lose one group but has since been replaced with the A Blues Band from Shelby.

The meeting was adjourned at 5:01 with a motion from I. Mark and was seconded by C. Kiebala.

The next Regular Board Meeting is January 13 at 4:00 p.m.

Respectfully submitted
S. Kleinhans 12/10/2019