

AGENDA
May 1, 2013
7:00 P.M.

SPECIAL BOARD MEETING

1. Call to order
2. Renovation update & timelines
3. Contractor/contracts update (action)
4. Exterior pathway for heavy equipment (action)
5. Behind the scenes tour
6. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
May 1, 2013

- I. Call to order: Meeting called to order by President Tuttle at 7:01 p.m. Those in attendance: President Tuttle, board members: Amati, Boehner, Ruklic, Sizemore & Wagner. Also in attendance: Administrator Schulten, Admin. Asst. Bonfiglio & Phyllis Monks.
- II. Renovation update & timelines: All Phases Electrical was unable to submit the required paperwork so their bid was rejected. Norman Electric was only a few dollars more & has already submitted their paperwork. Douglas Flooring will not be able to install the tile in the entranceway. Another contractor will need to be hired. Since this is a small job it will not need to go out for bid. The first installment check for some of the furniture was sent to Library Furniture International. The furniture will be ordered and will arrive throughout the course of the project. Several contractors including the carpet & moving companies have been in to make a final check on the project before their work will start. Several contractors wished to start early so the staff has set up a schedule to be here early for them. Eric Chase from PBS presented a timeline for the project. The board expressed some concern that the summer reading program may be affected, but the majority of the work will take place in May a traditionally slow month. Staff also has contingency plans in place if the construction runs into the summer months. Lastly, the website now has a construction update page with photos & explanations for the public.
- III. Contractor/contracts update: Eric Chase PBS dropped off contracts that need to be signed by the board president.
- IV. Exterior pathway for heavy equipment (action): Heavy equipment and concrete will be needed to install the ramp and access door to the back patio. There is some concern that the equipment may damage the north walkway or the grass. It was suggested that plywood should cover the walkway/grass to avoid any damage. The library will replace any commemorative bricks that may be broken. The Board gave consent to find the most feasible solution.
- V. Behind the scenes tour: The board members toured the progress so far and clarified some points. They were pleased that the work area is contained and patrons & staff have not been inconvenienced.
- VI. Adjournment: Motion to adjourn at 7:41 p. m. by Wagner, second by Ruklic. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.

Respectfully Submitted,
Cindy Wagner, Secretary