

AGENDA
June 5, 2013
7:00 P.M.

SPECIAL BOARD MEETING

1. Call to order
2. Swearing in of new trustees
3. Renovation update & timelines
4. Change orders (action)
5. Bills to be paid (action)
6. Behind the scenes tour
7. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
JUNE 5, 2013**

- I. Call to order: Meeting called to order by President Tuttle at 7:00 p.m. Those in attendance: President Tuttle, board members: Amati, Boehner, Sizemore & Warren. Also in attendance: Administrator Schulten, Admin. Asst. Bonfiglio. Phyllis Monks & Heather Van Zyl.
- II. Swearing in of new trustees: Ms. Monks & Ms. VanZyl were sworn in.
- III. Renovation update & timelines: The majority of the flooring & paint has been completed. Temporary service desks have been set up until the custom desks are sent. Doors & windows for the meeting room spaces will be sent soon. They also still need trim some electrical & ceiling tiles. The install on the upstairs HVAC unit will start tomorrow. Vans Steel has agreed to cut down the double shelf bases so they can be used on single sided shelves. The first of the furniture is expected to arrive in a couple weeks. The DIRT walls for the young adult area will be installed next week.
- IV. Change orders (action): R. Smith Construction took on the task of the tile flooring as well as removal of several desks; they will also build a small knee wall to hide some electric. Motion to accept proposed change order from R. Smith Construction in the amount of \$8415.00 by Boehner, second by Amati. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None. Ms. Schulten mentioned that there will be a few other change orders coming but that they should be covered by the contingency amount that was added to the overall project.
- V. Bills to be paid (action): Several contractors have completed a good portion of their work and have submitted bills. R.Smith Construction \$34265.00, Lambert Concrete \$4995.31, Norman Electric \$6820.60, Vortex Commercial Flooring \$36059.04, Profession Library Lift Movers \$30487.50, Kwak Brothers \$27400.00, Advanced Fire Protection \$1212.00 Professional Building Services \$4950.00. Motion to approve all bills for payment by Sizemore, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- VI. Behind the scenes tour: The trustees walked around to view the progress and were pleased with the work done so far. Ms. Schulten explained how smoothly various contractors were able to work together & how the library was able to remain open during most of the carpeting & painting.
- VII. Adjournment: Motion to adjourn at 7:51 p.m. by Monks, second by Warren. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Sharon Bonfiglio, Admin. Asst.