**Minutes of the Harris Elmore Public Library**

**Board of Trustees Special Meeting**

**Monday, October 15, 2018**

**Present:** David Selhorst (President), Judy Zimmerman (Vice-President), Toby Farrell (Secretary), Ron Busdeker, Kent Weis

**Library Staff Present:** Jennifer Fording (Director), Brianne Markley (Fiscal Officer)

**Absent:** Laura Clement, Marcela Repka, Mimi Fintel (Branch Manager/Youth Services Coordinator)

1. **CALL TO ORDER:** President Mr. Selhorst called the meeting to order at 6:30 p.m. at the Elmore facility.

**2. NEW BUSINESS:**

* **Bank Loan Closing –** The 60 day window on the First Federal Bank loan closes on Monday, October 22, 2018. The current rate on the 60-month loan of $450,000.00 is 3.95%. In lieu of the current bidding situation, discussion was held as to whether we should proceed with the loan closing now at the current rate, or delay it until spring at a slightly higher rate of 4.2%. It was agreed upon by all that we should proceed with the loan now, as the 6-month window to draw would be within our timeframe of breaking ground. (See attached documentation included in Secretary’s records.)
* **Construction Bid Results/Negotiation with Lowest Bidder –** The results of the Elmore Building Addition project have come in at exceedingly higher rates than the estimate. Nan Weir has given us several course of action considerations that we need to investigate and weigh in order to proceed with the project:
* A possible solution, in regards to ORC 727.24 Low Bid exceeds estimate, would be for the Library to waive the 15% over estimate rule and award the contract to the lowest and best bidder. This would definitely need to be looked into to see if we fall under the parameters of such public improvement. (See attached documentation included in Secretary’s records.)
* Another course of action would be to walk through the bids with the two lowest bidders (Telamon and Infinity) and see if any negotiations could be made. For instance, if ground is broken in the spring instead of the fall, a possible savings of $50,000.00-100,000.00 might be secured.
* Revising the scope of the project could also be considered. Reducing the square footage or changing the materials used could reap savings. It was noted that Nan Weir stated there would be no additional Architect charges for revising the scope of the project. After the revisions to the scope are made, the project could go back out to big in January with ground broken in the spring.
* Delaying the project until spring could also give more time for fundraising.

As a result of discussion, we agreed no action needed to be taken until we heard further from Nan Weir regarding the parameters of ORC 727.24 and the negotiations with the contractors. (See attached documentation included in Secretary’s records.)

* **Prioritize Construction Alternates List** – It was determined we need to prioritize our alternates list so that we could get a better grasp on which alternates would be included if possible in our building/renovation project. This would also serve as a tool when comparing the bid results and negotiating with the contractors. As a result of discussion, the following alternates will be brought to the negotiation table:
* Alternate #2 – Remove CT Flooring
* Alternate #4 – Existing Wall Sconces
* Alternate #7 – Paint Existing Fascias & Trims
* Alternate #11 – Reconfiguration of Stacks & Interior Renovations
* Possibly Alternate #1 – Countertops

 (See attached documentation included in Secretary’s records.)

**3. ADJOURNMENT:** 7:30p.m.

**10. NEXT MEETING:** November 19, 2018 at Elmore Library

Respectfully submitted:

Ms. Toby Farrell, Secretary

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 Toby Farrell-Secretary David Selhorst-President