

Vice-President, Van Thompson, called the August 2nd, 2021 meeting of the Library Board to order at 4:00 pm.

Present: Lynn Colgan, Sheryl Hanson, Jim Jannes, Steve Strupp, Van Thompson and Debbie VanderBeke.

Absent: Trish Burnett and James A. Hoffman

Also Present: Laura Long, Library Director and Tami Cox, Assistant Library Director

Visitors: Pam Muehling

Consent Agenda: Minutes from the June 28th meeting, purchase card, Square, East Moline Public Library Foundation at the Moline Foundation and bills were approved. Jim Jannes made a motion to approve the consent agenda and Steve Strupp seconded.

Motion carried. Laura also reported that the audit for the East Moline Public Library Foundation and the city audit were complete with no specific problems or concerns.

Financial Report: Laura reported that we received another tax payment. Jim Jannes asked about the supplies line, Laura reported that because this past year has been so up and down due to COVID we really haven't bought that many supplies. Budget lines are pretty on track.

Librarian Report: Laura reported that we received at least 75 applicants for our two part time positions. We used the city's website to take applications. Laura and Tami will begin interviewing this week. They are interviewing the top candidates first and then will move on if no one fills our needs. Laura also gave out the final Board calendar, Standing Committee members list and Board term end dates. Changes can be made to the Board calendar if warranted.

Business: Laura reported that no changes had been made to the Gift Policy for the library. Everyone was in agreement and Laura will annotate that it was reviewed and accepted on this date.

Discussion was had about the haunted house being held in October and closing the library on Friday, October 29th and Saturday, October 30th to allow for set up and clean up. There was some discussion about social distancing, masks, etc. The board also stressed that the event be well staffed, but they agreed to the two day closing.

Discussion about strategic planning was had. Laura explained that if we start strategic planning it wouldn't be until next spring or summer due to moving into the new building. The guidelines for strategic planning is to do it every 2-3 years. Van recommended that if we do it we should keep it internal, including staff, Friends group and the foundation. RAILS could recommend a facilitator, Laura and Jim Jannes will look into prices and facilitators.

Laura asked about schedules so she could set up a Finance Committee meeting. Van asked to add Christmas bonuses to the agenda when the meeting happens. No one had any conflicts so Laura will send out a date and agenda when she receives the EAV.

The board went over the report from the Concord Group. We are right on schedule as far as demo/construction is concerned. Jim asked about floor changes and Laura reported that some of the terrazzo will have to be patched. Because of cost, the restrooms will now have ceramic tile instead of terrazzo. Concord group provided the updated costs for the change orders.

The bid opening for the Furniture RFP went well. Tiffany Pierce Evans, Concord Group and Laura opened the bids on Thursday, July 29th. Everything went well. The lowest bidder did not supply a bid bond which is required, so we will be going with the next lowest bidder which is Paragon. Debbie VanderBeke made a motion to award the Furniture RFP base bid and alternates to the lowest responsible bidder, Paragon, Lynn Colgan seconded.

Motion carried.

There was some discussion about the change orders. Jim asked about our contingency fund and Laura told him we had \$600,000. These Prime Contract Change Orders have been reviewed and approved by the Concord Group, HGA Architects and Russell Construction. Jim Jannes made the motion to accept change orders #2 thru #5, Sheryl Hanson seconded.

Motion carried.

Here is the list of change orders:

Change Order #2 for replacement of Mezzanine Glass in the amount of \$66,925.70.

Change Order #3 for Bad Soil/Footings in the amount of \$63,428.30.

Change Order #4 for Non-Bearing Walls Revision in the amount of \$11,306.83.

Change Order #5 for Fascia Replacement in the amount of \$20,629.39.

Discussion was had about the spiral staircase. Laura reported that Russell Construction is recommending we take out the stairs and leave the column. The rods all have to be taken out because they had to be cut when the landing was taken out on the second floor. Russell feels like it is a safety issue. We would gain about 225 sq. feet and would be able to add a couple of reading chairs. Russell is suggesting we wrap the column in a vinyl graphic and have some kind of lighting on it. Jim recommended that we go ahead and remove the stairs since it is a safety issue. Sheryl recommended putting a bench around the column. Laura said she would check into the cost of that and also find out about lighting, which seems to be a big concern of the board.

Van mentioned moving the next Board meeting to August 30th instead of the 23rd since this one was moved back a week, that way we won't be meeting in 3 weeks. Everyone was in agreement so the next meeting will be August 30th.

Presidents Items: none.

Public Comment: none.

Other: Van Thompson passed a card for James A. Hoffman. No one has heard from him since his surgery, hoping everything went well. There was some discussion about a donation from the Zmuda family in memory of Jeannine. Discussion was also had about the small meeting room and the donor wall. Sheryl is going to follow up with the girl scouts to see where we stand with the brochure. There will be 3 large plaques on the donor wall, one for the girl scouts, one for TBK bank and the other one for major donors who do not have any other naming rights in the building.

Adjournment: The meeting was adjourned at 5:12.

Respectfully submitted,

Tami Cox, Recording Secretary