

# MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

## 18 MAY 2019 SPECIAL MEETING MINUTES

The Morrison-Talbott Library Board of Trustees held a special meeting on Saturday 18 May 2019 at 9:00 a.m. in the library. The purpose of the meeting was the discussion and award of shutter bids and the discussion and review of the MTL proposed renovations with regards to additional construction and financing for the project. President, Vickie Gardner presided. Trustees present included:

Vickie Gardner	P	Sharon Glessner	P	James Hopkins	P
Phillip Kelley	P	Andrew Mayer	A	Jared Nobbe	A
Kenneth Perkins	P	Judith Tomlinson	P	Rita Trantham	A

Others Present: Mike Schneider of Quadrant Design.

Ken Perkins moved to approve the agenda. Jim Hopkins seconded the motion. Motion carried.

Mike Schneider presented the bid tabulations and individual bids from the Col. Morrison Shutter Bid Opening held on Wednesday 15 May at 2:00 pm.

### **Bid Tabulation**

#### **Col. Morrison Window Shutter Replacement**

May 15, 2019

#### **Trustees of Morrison Talbott Library**

215 S. Park Street  
Waterloo, IL 62298

<b>Bidder</b>	<b>Base Bid</b>	<b>Alternate #1 Add West Side Shutters</b>	<b>TOTAL</b>
<b>HJ Gasser Construction</b>	<b>\$7,272.00</b>	<b>\$10,808.00</b>	<b>\$18,080.00</b>
<b>Fitzgibbons Construction</b>	<b>\$7,031.20</b>	<b>\$9,249.90</b>	<b>\$16,281.10</b>
<b>Dugan Woodworking</b>	<b>\$4,100.00</b>	<b>\$,6121.60</b>	<b>\$10,221.60</b>

According to the raw numbers of the bid tabulation, Dugan Woodworking was the low bid at \$10,221.60. However, Dugan did not submit his bid on the official bid form. Dugan will be fabricating and installing the shutters with their staff. Mike indicated he feels Dugan will do a very good job on the shutters, however there is the irregularity of the non-bid form, which the Library could choose to waive.

The next lowest bidder is Fitzgibbons Contracting, whose bid of \$16,281.10 is based on factory-made shutters installed by Fitzgibbons' carpenters.

Board discussion of the submitted bids included a desire to support local businesses whenever feasible, as well as a concern that the project could be completed within the designated time frame. There was no doubt that any of the three companies would do a good job. The Board also considered the craftsmanship of handmade the shutters rather than prefabricated shutters.

Ken Perkins moved to waive the irregularity of the non-bid form with the condition that Dugan submit his bid on an official bid form by the end of the day on Friday 24 May 2019. Sharon Glessner seconded the motion. Motion carried.

Andy Mayer made a motion to accept Dugan Woodworking's base bid of \$4,100.00 and his bid of \$6,121.60 on Alternate #1 for a total bid of \$10,221.60 provided he submits the appropriate bid forms by the above deadline. Jim Hopkins seconded the motion. Motion carried.

Mike Schneider presented alternate plans for the lower level meeting rooms and the configuration of the first floor work space with cost estimates for any of the revisions.

The Board reviewed the revised plans. The revised plans included an option for a staircase connecting the upper and lower floors which would be more visible from the circulation desk. Questions were raised regarding storage, office furnishings, wiring for computers, the security system and security around the open staircase. The Board was asked to take the drawings and cost estimates home, review them in more depth and submit any questions or comments to either Board President, Vickie Gardner or Library Director, Elaine Steingrubey. It was also suggested that the Library Director and Assistant Director meet with Mike Schneider to address any ideas, suggestions or comments. The plans will be further discussed at the next regular Board meeting.

Jim Hopkins left the meeting at this time.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 10 June 2019 at 6:30 p.m. in the library. Sharon Glessner made a motion, seconded by Phill Kelley to adjourn the meeting. Motion carried. Meeting adjourned.