

# MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

## 12 AUGUST 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 12 August 2019 at 6:30 p.m. in the library. President, Sharon Glessner presided. Trustees present included:

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

Others Present: Mike Schneider of Quadrant Design, Inc. and Elaine Steingrubey, Library Director.

Vickie Gardner moved to approve the agenda. Andy Mayer seconded the motion. Motion carried.

There was no public comment.

Ken Perkins noted a correction to the wording of the first paragraph after the committee reports in the 8 July 2019 minutes. Ken Perkins moved to approve the consent agenda with the correction to the 8 July 2019 Board Meeting minutes. Vickie Gardner seconded the motion. The correction was noted and the minutes revised. Motion carried.

Mike Schneider presented a copy of the plans for review. The Board asked if the HVAC removal was set as an alternate so that it could be bid by a separate contractor. Mike clarified that it will be bid on by the general contractors bidding on the project. It is a bid as an alternate to isolate the cost of the removal.

He also discussed a timeline for the project. He anticipates the project following the following timeline:

02 September 2019	Submit Documents to the Illinois State Library for Review & Approval
09 September 2019	Project Issued for Bid/Submit for Permits
11 September 2019	Newspaper Advertisement #1
17 September 2019	Pre-Bid Meeting 2:00 p.m. at Project Site
18 September 2019	Newspaper Advertisement #2
01 October 2019	Public Bid Opening – in MTL Meeting Room
14 October 2019	MTL Board Meeting – Review Bid Results/Award Project
15 October 2019	Notify Contractor of Award
29 October 2019	Demolition in Basement begins – Estimate
14 January 2020	Estimate 10 weeks construction in Basement
16 January 2020	First Floor work begins – Estimate
President Holiday	Optional Saw Cutting of Floor Slab, if exercised
14 April 2019	Estimated 3 months of First Floor Construction complete

Mike also stated that Dugan Woodworking will begin work on the shutters and anticipates the work contracted to be completed within 60 days.

The Board also asked Mike about bringing the back entrance to Col. Morrison's home in compliance with ADA. Mike discussed options for accomplishing this task. He discussed bringing the porch floor up to the level of the main floor, raising the outside door and the height of the doorknob on the inside. These options will need to be discussed further with the Col. Morrison Home committee and the City inspector.

#### Committee Reports:

Personnel: Chapter 3 of *Serving our Public* will be sent to the Personnel Committee for review to present to the full Board.

Budget and Finance: No Report

Building and Grounds: Mike Schneider reported on the library construction

Bylaws and Long Range Plan: The Bylaws and Long Range Plan committee will be sent a draft of a Public Comment Policy to be reviewed for adoption.

Col. Morrison Home: Mike Schneider reported that Dugan Woodworking is ready to begin work on the shutters and possible ways of making the back entrance accessible. The repair work done to the wall in the southeast room, looks great. The only thing still to be done in there is replace the picture railings.

District Library: No Report

Ethics: No Report

Public Relations and Marketing: No Report

Technology: No Report

Mike Schneider left the meeting at this time.

President, Sharon Glessner, stated that the changes had been made to the standing committees the previous year. She felt that unless someone specifically wanted a change to his or her appointments, she would retain the standing committee appointments. Should anyone wish to change a committee, please email Sharon with his or her request.

The requirements for the annual Per Capita Grant have been posted on the Illinois State Library's website. The Board will begin completing these requirements at the Board meetings between September and November 2019. Elaine will forward information for the Board to review for discussion at these meetings.

The Board meeting schedule will come up for review in October. The Board is asked to give some thought to changing the meeting day to the fourth Monday of the month, rather than the current second Monday of the month.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 9 September 2019 at 6:30 p.m. in the library. Andy Mayer made a motion, seconded by Ken Perkins to adjourn the meeting. Motion carried. Meeting adjourned at 7:22 p.m.