

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

28 OCTOBER 2019 SPECIAL MEETING MINUTES

The Morrison-Talbott Library Board of Trustees held a special meeting on Monday 28 October 2019 at 6:30 p.m. in the library. The purpose of the meeting was to review and award the bid for renovations to the lower level and main level of the library and to determine the library's FY 2020-2021 Tax Levy Request for submission to the City of Waterloo. President, Sharon Glessner presided. Trustees present included:

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

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

The Building and Grounds Committee met on 21 October 2019 to review the bids for the renovation project at the Library. Mike Schneider led a discussion of the Bid Tabulation Sheet, including the Base Bids and each Alternate. After careful review of the bids and the funds available for the project, the Building and Grounds Committee recommended the Board choose the Base Bid plus Alternates 1, 3 and 5 and award the contract to J.P. Fitzgibbons Contracting.

Mike Schneider stated that the award shall be determined by the Base Bid plus the Alternates determined by the MTL Board of Trustees.

The Board reviewed each of the Alternates in the attached Building and Grounds Committee 21 October 2019 Meeting Minutes. The question was asked whether the Board could accept Base Bid from one contractor and choose the low bidder on the Alternates. After some discussion about this option, Jim Hopkins moved to accept Alternates 1, 3 and 5; to reject Alternates 2, 4 and 6; and to award the contract to J.P. Fitzgibbons Contracting, the low bidder with the Base Bid of \$372,809.00 plus Alternate #1 at \$42,232.00, plus Alternate #3 at \$6,004.00, plus Alternate #5 at \$7,200.00 for a total bid of \$428,245.00. Vickie Gardner seconded the motion. Motion carried unanimously.

Vickie Gardner left the meeting at 6:56 p.m.

The library's FY 2020-2021 Tax Levy Request was presented to the Board for review and submission to the City of Waterloo for inclusion in the City's FY 2020-2021 Tax Levy Request. Ken Perkins stated that the Budget and Finance Committee reviewed Equalized Assessed Valuation (EAV) of the City of Waterloo for the past several years. It was determined that the EAV has increased by an average of 3.84% over the past 3 years. Based on this calculation, the Budget and Finance Committee recommends submitting a levy request based on an EAV of \$263,798,520. Ken Perkins made a motion, seconded by Rita Trantham, to submit to the City of Waterloo a request of \$485,757.48 to be levied on behalf of the Morrison-Talbott Library for FY 2020-2021. The breakdown of the levy request is Library Corporate Tax (max .15%) - \$395,697.78; Building & Maintenance Tax (max .02%) - \$52,759.70; IMRF/SS & Medicare Tax - \$31,200.00; Tort & Insurance Tax - \$6,100.00. Motion carried unanimously.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 25 November 2019 at 6:30 p.m. in the library. Ken Perkins made a motion, seconded by Jared Nobbe to adjourn the meeting. Motion carried unanimously. Meeting adjourned 7:01 p.m.