

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
July 3, 2018

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Friday, June 29, 2018 in conformity with the Indiana Open Meeting Act.

PRESENT:

Lora Goonewardene, President
Gail Summers, Vice-President
Dave Lahr, Treasurer
Stephen Bultinck, Secretary
Dinah McClure, Member
Mida Grover, Member

ABSENT:

Brandon Hawkins, Member

GUESTS

Jos N. Holman, County Librarian

President Lora Goonewardene chaired the regular Board meeting and called it to order at 7:05 p.m.

Board member Mida Grover led the Board in reciting the Pledge of Allegiance.

Mrs. Grover moved the **Board Minutes** of June 5th, 2018 be approved as presented. Board member Dinah McClure provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman highlighted three items from his report. He reported TCPL department heads and front line staff are in earnest preparation to raise TCPL's visibility in our community by becoming participants/attendees in 4-6 off-site events over the next four months. Besides looking at annual events scheduled for August and September i.e., Outfest and GlobalFest, staff will attend less established but growing events. The first opportunity occurs when TCPL attends the Wabash RiverFest on July 14th. TCPL's booth incorporates an educational component, a table banner, and library materials. Moving on, Mr. Holman indicated in preparation for the 2019 budget, he is set to meet with the DLGF field representative Miranda Bucy on Wednesday, August 15th at the County building. This initial discussion focuses on an estimated budget, anticipated revenue, and June 30th cash balances. In anticipation of the budget, TCPL prepared payments on the 2015 Wyandotte bond and the 2017 Standard Oil Service Station bond to be inclusive of the June 30th cash balance in the BIRF fund. Finally, Mr. Holman mentioned new flooring was installed in the downtown AV Media Room. The "vinyl wood plank" provides a very different look than the rest of the building. It adds warmth and light to the space, along with the new wood style benches. There are a couple more things to add to the space that should occur before September. Also, related to Facilities, Mr. Holman

communicated the Red Crown Mini-Museum 24-Hour Library project has been delayed because of the unavailability of contractors who perform masonry work. We finally have a couple of solid quotes to review. It is expected this work will begin in earnest by the first of August. Electrical improvements for this work were already quoted. As part of the report involving the County Librarian's community work, Mrs. Grover positively commented on and thanked the County Librarian for his involvement in the community.

Board Vice President Gail Summers moved to approve the July 3rd, 2018 **Personnel Actions**. Mrs. Grover seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Facilities committee member Dinah McClure reported on their June 12th meeting. She mentioned a draft timeline was established for TCPL's next branch construction project. Ms. McClure confirmed there will not be a new building design for the South branch. With this decision, the committee agreed to consider a local architect to review and submit the required architectural documents to the state of Indiana. She indicated there was specific discussion about the approach to the construction process for the new branch. Alex Gonzalez of Kettelhut Construction and owners rep for the Wyandotte Branch, explained the various construction approaches. The committee is very interested in the "Construction Manager At Risk" approach. Ms. McClure finished by indicating recommendations would be made under **New Business**. There were no other committee reports.

Under the heading of **Other Reports**, Friends President Janet Bessler notified the County Librarian in advance she was unable to attend the meeting. There were no other reports.

There was no **Old Business** to consider.

Under the heading of **New Business**, the County Librarian indicated there were three topics which were all interconnected. Mr. Holman preferred to provide background on each individual topic before the Board took action. He spoke to the first topic which centered on a proposal from KJG, a local architect. In order to start construction of the South branch, TCPL must use an architect to submit architectural drawings and plans to the state of Indiana for approval. TCPL invited KJG to submit a proposal. A proposal was received and reviewed by attorney Bob Bauman. Via the overhead projector, the County Librarian shared the few concerns TCPL's attorney pointed out with KJG's proposal and the estimated cost for the work. The major concern centered on TCPL's right to retain rights to re-use the plans being developed by KJG. There was general discussion on the KJG proposal.

The second topic centered on a proposal from the Schneider Corporation. The County Librarian provided specific background on why the proposal is being considered. In conjunction with hiring an architect for the South branch, TCPL will need professional expertise to design the civil engineering for land and building. This work primarily has to do with site development and how the building sits on the land. Schneider conducted the initial surveys on the land being considered for

purchase. Also, Mike Wylie with the Schneider Corp. previously met with the Facilities committee. With the professionalism of the Schneider Corp. when they worked on the Wyandotte Branch, they were invited to submit a proposal for the civil engineering. While reviewing the proposal, TCPL's attorney had specific concerns about it. The County Librarian highlighted the exact language and shared the attorney's concern. The major issue with the proposal was TCPL's interests were not equally protected. The Board and County Librarian held a brief discussion on this proposal as well.

The third topic centered on the overall approach to the construction approach for the South branch. Again, the County Librarian provided background information. In the past, TCPL used the traditional method of a general contractor and an owner's representative. Mr. Holman outlined the five steps involved from hiring the architect to hiring an owner's representative to accepting bids by general contractors. The Facilities committee (in agreement with the County Librarian) recommended a Construction Manager at Risk (CMAR) approach. This means the Construction Manager carries all the contracts, pays the subcontractors, and assumes more risk in the project. This approach was made available by the state legislature in July 2017. Mr. Holman mentioned an RFP must be utilized for this approach.

The Board discussed all three topics and reached consensus on TCPL's position concerning these topics. With the first two proposals thoroughly discussed, the Board agreed to allow the County Librarian to work with the Facilities committee and the attorney to resolve the major differences in the proposals. Ms. McClure moved the Board approve both proposals and allow the work of both proposals to continue while the differences are worked out and the contracts signed. Board member Dave Lahr seconded the motion and the motion passed. The Board requested the County Librarian provide an update on the progress of the proposals.

Regarding which option to utilize for construction of the building, the Facilities committee recommended going with the Construction Manager at Risk approach. Ms. McClure moved to approve the Construction Manager at Risk approach for the South branch project. Mr. Lahr seconded the motion and the motion passed. The County Librarian will undertake the initial work associated with this approach. He will check with the West Lafayette Schools regarding their experience with this approach.

Under the heading of **Other Business**, Mr. Lahr moved to approve the claims presented by the County Librarian starting with the prewritten claims numbered 27539 through 27576 totaling \$657,610.35 and the regular claims numbered 27577 through 27637 totaling \$130,165.14 for a grand total of \$787,775.49. Ms. McClure provided a second to the motion and the motion passed.

Also under **Other Business**, the County Librarian indicated it is time to begin work on the 2019 budgets. The budgets will not be on the agenda for August since in recent years, the Board has adopted the budget in October. He also pointed out two bond payments were included in the Board July claims.

There were no **Comments from the Public** or **Comments from the Board**.

Mrs. Grover moved to adjourn the regular Board meeting at 8:03 p.m. Board Secretary Stephen Bultinck seconded the motion and it carried.

Stephen Bultinck, Secretary

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