

Lansing Public Library  
Board of Trustees  
Regular Board Meeting Minutes  
(Via Zoom)  
October 15, 2020

Board President Tim Glinski called the Regular Board meeting to order at 6:30 pm.

Present: Tim Glinski, Bonnie Cuthbert, Judy Koch, Sharon Novak and Jeri Villa (via Zoom)

Absent: Mozella Brown, and Lillian Ball

Also Present: Debbie Albrecht, Library Director and Eleanor Borys, Admin. Asst.

Visitors: Dan Eallonardo; Independent Construction and Darren Schretter; Studio GC  
Kelli Staley, IT Department (via Zoom), RJ Reynolds, IT Department

**Update on Lower Level Remodel Project:**

Presentation by Darren Schretter from Studio GC with the latest construction cost estimates for our Lower Level interior re-model project from the lowest bidders, with comments from Dan Eallonardo of ICS our owner's representative. Dan was happy to say that 17 bids were submitted and that one SMG asked to withdraw the bid, they under bid because they missed some of the scope of work. Dan stated that we meet all legal requirements and allowed them to withdraw and we will returned their bond. After reviewing the Bid Tap, worksheet it was determined the two lowest bidders. Darren explained the two construction cost estimates submitted, one, which includes a new roof top A/C unit, and the less expensive one that does not include new unit the roof top unit at this time. Tim asked if any local Company's bids. Yes but not low bidder. Darren said with the recommendation of Dan and the Boards approval to except Henry Construction the lowest responsible/reasonable bidder.

**Vote to Approve Bids for Lower Level Remodel Project:** Bonnie Cuthbert moved and Sharon Novak seconded the motion to approve the Henry Construction Company for \$1,171,000.00.  
All present voted aye. Motion carried.

**Permission for Debbie to sign the contract/contracts not to exceed \$1,500,000 for construction expenses.** Judy Koch moved and Sharon Novak seconds the motion to approve the Director's ability to enter agreement not to exceed \$1,530M if needed. All present voted aye. Motion carried.

**Permission for Debbie to sign change orders up to \$10,000 without board approval:**

Sharon Novak moved and Bonnie Cuthbert seconded the motion to approve the Director's authorization to enter agreement to sign change orders up to \$10,000 during construction. All present voted aye. Motion carried.

**Correspondence:** Debbie shared a recent newspaper article about the Village of Lansing.

**Approval of Minutes:** Sharon Novak moved and Judy Koch seconded the motion to approve the September 17, 2020 minutes of the Regular Board Meeting.

All present voted aye. Motion carried.

**Approval of Expenditures:** Bonnie Cuthbert moved and Sharon Novak seconded to approve payment of the October 2020 General/Prepaid bills in the amount of \$97,076.95 (with correction) and additional October 2020 bills in the total amount of \$20,416.76.

All present voted aye on a roll call vote. Motion carried.

**Accept Director and department Heads' Monthly Reports:** Debbie briefly spoke about the in person teacher's brunch that was held at the library was success and we were able to give away books for the students. Debbie informed the Board that the opening for a circulation Supervisor has been posted. Debbie also told the Board that this year's Area In Service and our Christmas luncheon is canceled because of the Corona virus.

**Friends of the Library:** Friends are still social distancing.

**Permission to close the library on Election Day.** : Debbie explained that staff will work a regular day, but we will only be open for Voting. Sharon Novak moved and Judy Koch second motion to close the Library on November 3, 2020 "Election Day" and to allow only Voters in.

All present voted aye on a roll call vote. Motion carried.

**Set Tax Levy for the upcoming tax year:** Debbie recommended that we raise the tax levy (4.95%).

Judy Koch moved and Bonnie Cuthbert seconded motion to raise the tax levy by 4.95%.

All present voted aye. Motion carried.

President Tim Glinski declared the October 15, 2020 Board Meeting adjourned at 7:22 p.m.

The next regular board meeting will be on November 19, 2020.

Submitted by,

Eleanor Borys,

Administrative Asst.