

**MEDINA COUNTY DISTRICT LIBRARY
MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING**

January 30, 2006

The Medina County District Library Board of Trustees met in a special session on Monday, January 30, 2006 at 6:00 p.m. in the Community Room at the Buckeye Library.

Roll Call was taken with the following members noted as present: Philip Duke, Patricia Walker, Karen Hammon, Shereen Lakhani and Scott Snyder. Library **Staff** members present were: Mike Harris, Director; Brian Hertzell, Business Manager; Tina Sabol, Al Scheimann and Elaine Frankowski. Guests in attendance were Eric Ward and Darrell Dinges of David Milling & Associates Architects and David Gulley from The Ruhlin Company.

A motion was made by Karen Hammon and seconded Shereen Lakhani to approve the **Agenda** as distributed. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke- aye.

Vice President, Thomas Horwedel arrived at this time.

Approval of Contract Awards For Medina Library – Phase 3 - A recommended resolution was offered to approve the awarding of Bid Items #12 (Elevators – Base Bid), #13 (HVAC – Base Bid), #14 (Plumbing – Base Bid) and #16 (Electrical – Base Bid) contracts for the Medina Library, based upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects.

The contracts involve the electrical, plumbing, and elevator contracts as priorities, since our progress in phase 2 necessitates rapid deployment in these areas. Two of the three (and the sum total of the three) are well under The Ruhlin Company estimate. Others will be added prior to the Board meeting as Ruhlin has an opportunity to conduct pre contract meetings with obvious qualified low bidders. The rest will be considered at the regular February Library Board meeting.

The total package of base bids is within the budget. We are now considering which alternates are important enough to the library to warrant moving Owner Contingency money. The norm is to allocate that budget line at this time, but we would prefer to maintain some reserve to possibly add to our Owners Costs portion of the budget. It does appear that with one million for Construction Contingencies, half a million in Owner Contingencies, and another half million to cover Other Owner Costs, we will be very well positioned financially for this project. **RESOLUTION 06-06** Upon motion made by Karen Hammon and seconded Shereen Lakhani, it was **RESOLVED**: That the Medina County District Library Board of Trustees Upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects, hereby authorizes the award of contracts for those Bid items recommended by The Ruhlin Company, in accordance with the Construction Documents prepared by David Milling & Associates Architects and per the Bid Scopes indicated, and authorizes The Ruin Company to prepare Owner-Contractor Agreements for Construction for signature for the Contracts. The roll call vote was as follows: Thomas

Horwedel - aye, Patricia Walker - aye Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke- aye.

Brunswick Library – Approval of Design Development – Move to Construction Documents – Eric Ward and Darrell Dinges from David Milling & Associates presented the new plans with the requested changes from the Brunswick Planning Commission. This includes revised elevations and landscaping, along with a 10,000 square addition. The addition is found in the children's area and various bay areas. The interior drive up book drop has been eliminated at this time. Design Development Estimates and Budget Comparisons were distributed and discussed. A recommended resolution was presented to authorize David Milling and Associates and The Ruhlin Company to formally accept the Design Development drawings for our new Brunswick Library, and to proceed with construction documents.

After reviewing current architectural plans for the Brunswick Library, The Ruhlin Company has determined that it is reasonable to believe we can proceed to develop design documents that conform to our existing budget, given both the extra 900+ square foot recommendation of the Planning Commission and the Board's previous addition of \$250,000 to the original budget.

On February 2, 2006, the Brunswick Planning Commission will meet to consider final site approval. Pending that approval and Board action tonight, we are ready to move to the next level with the Brunswick Library. We would then plan to have a more definite construction timeline in February, so we can begin to consider temporary locations. **RESOLUTION 06-07**
Upon motion made by Thomas Horwedel and seconded Karen Hammon , it was RESOLVED: That the Medina County District Library Board of Trustees Upon Trustees hereby approves the Design Development drawings for the Brunswick Library and authorizes proceeding to Construction Documents. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke- aye.

President Duke indicated that he would like at least one Board member to attend the Brunswick Planning Commission meeting on February 2nd. We will contact Board member, Shoukat Bhamani to see if he would be available to attend.

There was no need of an **Executive Session**.

An update was given pertaining to the monies received for the Feed-A-Family and Bookmobile Donations. Donations have begun to come in and it is hoped that it will continue so that we can meet our goals.

Before adjourning the meeting, Harris discussed two flyers, prepared by our Community Relations Department, which were distributed this evening with regard to the Bookmobile donation and the Grand Opening of Lodi. The Board was asked if possible to circulate the information in their office or with their friends.

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The meeting was adjourned at 6:25 pm upon motion made by Karen Hammon and seconded by Shereen Lakhani. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

**Monday, February 20, 2006, 7:00 pm
Brunswick Community Library**

**Philip Duke
President**

**Patricia Walker
Secretary**