

Meeting Minutes
Case-Halstead Library Board of Trustees
November 5, 2012

Meeting Location: Case Halstead Library, 571 Franklin Street Carlyle, Illinois 62231

Board Members Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Kim Stamps, Christi Gerrish-Library Director **Absent:** Brad Hoffman and Jeff Taylor-City Council Liaison

Barb called the meeting to order at 7:15 p.m. and the Pledge of Allegiance was recited.

Meeting Minutes: Sharon said the Sept. 4 kick-off date for the library slogan contest should be changed to Oct. 4, the correct date. Darren said the float selected for the Christmas Parade at last month's meeting was the car design, not the house design as stated in the minutes. Sharon made the motion to accept the Oct. 1 minutes with those two revisions and Jane seconded. All were in favor and the motion carried.

Treasurer's Report: Jane reviewed expenditures and revenues for the 5 month period ending Sept. 30, 2012, and said all was in order. She did point out the dollar amount on expenditures Line 20-56-5110 Maintenance Services Building, may appear larger than normal because it was for two months of cleaning the library. Overall, she said we are in good shape in respect to staying within budget. Darren made the motion to accept the treasurer's report as presented and Kim seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the Oct. 2012 Income and Expenditures Report. She noted that the 2011 Per Capita Grant of \$3364.67 was finally received and is reflected on the revenue report. Under expenditures: The telephone bills are lower because of better long distance rates from a renegotiated city contract. Christi said Line 8800 Books for \$4762.68 included the last of bulk buying and the numbers in that category will not be as high in future months. Line 9250 Special Programs included a payment to Gary Jackson payment for an adult program and Halloween candy. (40 kids participated in trick-or-treat at the library.) Line 5620 Travel Expense of \$162.07 was for board members mileage when they carpoled to tour the Glen Carbon Library, Mascoutah Library, and the Centralia Cultural Society. Barb recommended Christi hold off submitting the mileage expense until 2013, since it is part of the Maddux Trust and subject to Capital Gains if drawn upon in 2012. Jane made the motion to accept the bills with the one revision of holding the board members' mileage submittal until Jan., and Sharon seconded. All were in favor and the motion carried.

Circulation statistics showed an overall increase from Oct. of 2011. 16 people attended "Jack the Ripper, Revealed" adult program on Oct. 25, and 37 people attended the Animal Tales "Creepy Critters" children program on Oct. 18.

Director's Report: Upcoming library programs include James Bond movies at the library starting this Friday, Nov. 6 and playing several more Fridays if there is interest. Christi selected this in honor of the 50th anniversary of James Bond and said Marvin Wiegman is allowing the library use of his popcorn machine. Christi is looking into a Christmas Candy program in the near future with Covered in Chocolate and will report back with more information.

Christi reported door problems with the back door that leads into the hallway by the microfiche room. Aviston Lumber, the door specifier and supplier, said they could not help. Due to issues at City Hall about aldermen working on city owned properties, Mayor Fauke called six locksmiths and finally got one from Taylorville to come out and work on the door so they could secure the library. The locksmith found a broken off piece in the lock. The door will work to exit, in the case of an emergency, but it can no longer be used as an entrance.

Standing Committee Reports: The Budget, Long Range Planning, Personnel, and Building committees had nothing to report at this time.

Old Business: Review of the 2012 Library Calendar showed a family reading night. Christi said there is nothing special planned this year because of all the time spent with the trust and grant, etc. She said she will plan something for this occasion next year. Another item on the library calendar was to review the library policies and the board and Christi are satisfied this has been fulfilled this year.

Sharon and Darren said they will contact the float maker to confirm delivery of the car design float for the Christmas in Carlyle parade. They will get an invoice or contract. Sharon scheduled a place on the parade line-up which begins at 6 p.m. on Friday Nov. 30. She will let us know the location when she knows. It was decided we will give out smarties candies and flyers of upcoming events. Christi is taking care of the flyers and the candy. Frank said Deanna has period costumes and they have six young people who have expressed interest in walking alongside the float in costume. Barb asked Christi to see if any of the staff would be interested in participating.

75th Anniversary: Sharon said interviews have been going well for the visual presentation she is preparing and they are continuing. She said 68 slogans were received from the slogan contest and First National Bank in Carlyle did agree to sponsor the prize. She wants to see the winning slogan displayed on the float as the official kick-off for the 75th anniversary celebration.

The board reviewed the slogans and the favorite reads, "Anchored in the past and planning for the future, Case Halstead Library - since 1938." Frank made the motion to adopt the slogan and Sharon seconded. All were in favor and the motion carried. Christi will notify the winner, Mr. Bob McHenry of Paris, IL and arrange a time to present his prize, notifying the Union Banner so a picture can be included in the newspaper.

New Business:

SHARE ILS: This is a bibliographic service, subscribed to through the Integrated Library Service for the period of 7/1/12 through 6/30/13. The library will be receiving a credit of \$716 that Christi said must either be applied to this subscription or towards equipment upgrades. Christi would like to see the credit applied to a much needed additional scanner and a receipt printer. Barb said she would prefer to see the credit go towards the upgrades because the subscription is already accounted for in our budget. The board agreed and the credit will be used for equipment upgrades.

Gale: Christi questioned if this program should be renewed because it does not get much use. The renewal cost is \$967.90 and she noted it has been available for 6 months and used 10 times. Gale is an online database that offers legal forms, kid info bits, health and wellness topics, Chilton Library, career transition, and more. It is on the computers at the library and can be accessed offsite as well. The board agreed it should be renewed and needs to be promoted more. Darren suggested a "Have you met Gale?" approach and that flyers or buttons could be made. Frank suggested a computer could be designated for Gale use as a way to highlight the program until it catches on. Christi said the staff was trained months ago and she will make certain they know how to use it themselves to be able to assist patrons.

Library Closure Dates: Monday Nov. 12 Veteran's Day, Thursday Nov. 22 Thanksgiving, Early closure Dates: 5 p.m. closing time on Wed. Nov. 21 and Friday Nov. 30 (Parade night)

Christi said the SHARE Library system will be offline for 2 weeks approximately between 3/25/13 through 4/19/13. During that time, patrons will be required to show a library card to check out materials. Christi said it will be a good time to get records updated.

The board took a break at 8:30 p.m. and shared some birthday cake Barb brought in honor of Christi's birthday. The meeting resumed at 8:40 p.m.

It was reported that on Nov. 1, Barb, Christi, Jane, Wendy, Darren, Brad, and Sharon met with three additional Construction Management companies. (The board met with Holland Construction Services in Aug.) They were The Korte Company, Musick Construction Company and Poettker Construction Company. The committee felt most strongly about Poettker of the three companies and decided to check references on Poettker and Holland. Each company left extra information packets for members unable to attend.

Brad, who was not present, submitted a note that was read, stating his preference for Poettker and the reasons. Barb suggested before we vote as a board on a CM, that we need to do our due diligence and double check references. Projects were selected and an even number of projects from both companies were assigned. Kim, Darren, Christi and Frank had Holland jobs to call about and Barb, Jane, Sharon and Wendy had Poettker jobs to call about. We agreed to report our findings and vote on the matter at a special board meeting to take place on Nov. 14 at 7 p.m. Questions to ask were discussed and

Wendy offered to create a questionnaire so everyone would be on the same page. She would e-mail it to the other members the next day.

Wendy had several questions on the Arcturis contract that Christi will forward to Megan Ridgeway.

The auction of Flora Ethel Maddux's land in trust will take place on Wed. Nov. 28 at 7 p.m. Board members are asked to attend if possible.

Photos were shown of libraries toured by the construction committee. Glen Carbon Library was one that Barb had taken several pictures of and along with Frank, took important notes for our reference when we plan. The Glen Carbon Library had many elements the committee liked. Mascoutah Library was also shown and discussed. Barb provided photos of the audio visual room in The Maschoffs headquarters, worked on by Poettker.

There was no public comment. The meeting officially adjourned at 10:25 p.m. The next board meeting will take place on Monday, Dec. 3 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Construction Committee
Case-Halstead Library Board of Trustees
November 1, 2012

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Construction committee members in attendance were Darren Tracey, Wendy Folen, Jane Bullock, and Barb Guebert. **Absent:** Frank Buckingham

In addition to the committee members, Board members Sharon Berdeaux and Brad Hoffman attended the meeting. The meeting began at 6:30 pm.

Purpose: To hear from 3 more candidates vying for the construction management contract: Korte, Musick and Poettker. (Note: Holland presented to the entire library board on Aug. 6, 2012. The only library board member not present at that meeting was Jeff Taylor who's first meeting on the board was in Sept.)

All three CM candidates handed out their prepared presentation materials. Extra copies were left at the library for interested board members who were unable to attend.

The Korte Company made the first presentation. Todd J. Korte, President & CEO and Jay Korte, Client Relations, gave the presentation and left packets of information. They showed a lot of experience working with multi-million dollar projects. They said they felt Carlyle was their backyard. We did not meet the team that would be assigned to our project.

Musick Construction Company gave the second presentation. Neal Murphy, VP and Robert Brooke, Senior Estimator, gave the presentation. Murphy said they are one of the oldest construction companies around, being a fourth generation company. He said they work regularly with Arcturis and that they prepared the cost estimate of our proposed library for Arcturis to satisfy the grant application. They were not familiar with Clinton County and have never worked in Carlyle before. Their approach would be less hands on than any other company, they spoke of coming over maybe once a week.

The last presentation was Poettker Construction Company. Five of their employees, who would be our team, gave the presentation. The team was Keith Poettker, Business Development, Ryan Poettker, Project Manager, Joe Huels, Superintendent, Doug Dorff, Alternate Superintendent, Kim Luitjohan (Poettker), Finance.

Poettker presented the longest (they were last) and provided the most details. We heard some new information from them regarding the role of CM vs. GC that had not been heard before by any company. Keith Poettker explained that Illinois Code precludes a CM from self-bidding on a public owned building such as the library owned by the city of Carlyle. This alleviates any perceived or real conflict of interest issues. It means that as CM, they cannot act as contractor on public buildings. They cannot provide services which would be part of a bid package. They would vet all contractors, suppliers/vendors, but they would not/could not provide bids on any construction work.

As CM, they would advise/consult with us and the architect and prepare all bid documents to the architect's specifications, do due diligence with respect to background checks (including financial checks) on all bidders, oversee every facet of construction, review all billing invoices, make sure all lien waivers are completed, check and complete all warranty information on materials furnished on the project, etc., etc.

The board members present decided unanimously that Poettker was the favorite of the three presentations. It was decided to compare them closely with Holland Construction before making a final recommendation.

After all presentations, the committee reiterated the shared opinion that hiring a construction manager is important to work with the architect and oversee the construction process.

The presentations will be discussed at the Nov. 5 Library Board of Trustees meeting.

The meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Wendy Folen
Library Board Secretary

**Minutes for Special Meeting
Case-Halstead Library Board of Trustees
November 15, 2012**

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Barb Guebert- President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Frank Buckingham, Christi Gerrish-Library Director, Jeff Taylor- City Council Liaison

Absent: Sharon Berdeaux, Brad Hoffman, Kim Stamps

Also Present: Mayor Jan Faukè

The meeting was called to order by Barb at 7:05 p.m. and the pledge of allegiance was recited. Barb then opened the floor to members who reported on reference checks conducted for Holland or Poettker, as delegated at the last board meeting.

Darren said he left five messages with Simmons Law Office in Alton to inquire about Holland's performance as CM. He said the firm did not respond and he had nothing else to report.

Barb presented favorable reviews of Poettker from Wayne Copeland, V.P. of Business Administration on the Buswell Library Project. She also presented favorable reviews of Poettker from the Maschhoff's for work at the Maschhoff Farms Corporate Office.

Wendy presented favorable reviews of Poettker from Curt Rommerskirchen with St. Joseph's Hospital on the recent Urgent Priority Center. Curt said he has a 20 year working relationship with Poettker and highly recommends them.

Jane presented favorable reviews of Poettker for their work done on the Greenville College Hall Renovation.

Frank provided very favorable reviews of Holland for their work as CM for SWIC Liberal Arts Building. He received a lot of useful information that he shared at the meeting and in an e-mail.

Kim who was not present, sent favorable reviews she had received of Holland as CM for their work in O'Fallon on the Milburn School Campus and the Amelia V. Carriel Jr. High Project.

Sharon who was not present, sent favorable reviews she had received of Poettker as GC for their work on Kaskaskia College.

Christi presented favorable reports for both Holland and Poettker. She spoke with Mary Smith about Poettker's work on the O'Fallon Public Library and John Betton about Holland's work on the O'Fallon

Police Station. Arcturis was the architectural firm for the O'Fallon Police Station, although the architect that worked with Holland on the project is no longer employed by Arcturis.

Jeff, who was not present at any of the CM presentations, said he was familiar with both companies and would feel more comfortable with Holland. He said he contacted both Poettker and Holland to do work on his IGA store and Poettker did not return several phone calls. He said Holland has been very responsive and is working up plans and a bid for his IGA project now and will probably do the work.

Barb read an opinion from Brad Hoffman who was not present but stated his preference for Poettker.

After much discussion, the board decided to vote on a CM. The result was a tie, with Frank, Darren and Jeff in favor of Holland, and Wendy, Barb, and Jane in favor of Poettker. We knew we needed to table the vote and try again when the entire board could meet and vote.

Mayor Fauke who was present joined in the discussion and said she was for Holland. Christi said at first she was for Holland, but that she had misunderstood their contract and realized the two companies were very close in price. She said she is neutral and would be happy with either.

We then discussed the Arcturis contract and Wendy recommended modifying the language in two places before sending it to Mr. Mehochko for legal review. We voted to approve the amendment to the contract language and would present that to the board at our next meeting.

Respectfully Submitted,

Wendy Folen, Secretary

Attached are reference reports as summarized.

Minutes for Construction Committee
Case-Halstead Library Board of Trustees
November 29, 2012

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Construction Committee members in attendance were Barb Guebert, Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham, Christi Gerrish-Library Director

Also Present: Kim Stamps, Library Board Trustee

The meeting was called to order by Barb Guebert at 6:30 p.m. The Nov. 1 Construction Committee meeting minutes were presented. Jane made the motion to accept the Nov. 1 minutes and Darren seconded it. All were in favor and the motion carried.

Christi reported there was no response to the ad she ran in the Sentinel Newspaper requesting statements of interest for the new library as outlined in the IL State Statutes. The ad read: "The Case-Halstead Public Library is requesting a statement of interest from companies with experience as Construction Manager for the building of the new library facility at 571 Franklin Street, Carlyle, Illinois. If interested, please send statements of qualifications and performance data as Construction Manager on libraries and municipal projects. This statement of interest is due by Wednesday, November 28, at 5:00. Any questions may be addressed to Attn: Christi Gerrish at Case-Halstead Public Library, Carlyle, IL 62231 or call 618-594-5210."

Christi reported that Deb Keilbach, Chief Financial Officer with the First National Bank in Carlyle is expecting to have checks written by the bank within 1 to 2 days of the request. This was in response to a question regarding bill payment by the bank during construction.

Barb said she spent several hours with Christi reviewing the revised Poettker quote and a counter-quote from Holland. They reviewed new percentages and information based on a 2.9 million dollar project cost. They noted it was hard to compare every line item side-by-side and felt Poettker's proposal was clearer. Poettker placed a "not to exceed" amount of \$26,664 on preconstruction services. Holland did not include that. Poettker listed salaries of their main staff and Holland did not. Holland showed a "not to exceed" amount of 3% on reimbursables, and Poettker showed 2.75%. Christi said as best they could determine, the two proposals are fairly close, calling the differences a wash.

We reiterated that these two quotes are indeed just quotes at this point and not bids. We also said that both companies have proven records and after the committee vote, the Library Board would vote and then the recommendation would go to the City of Carlyle. It was noted that the contract information from the Architect and questions on the CM proposals would need to be answered by Ken Mehochko by Friday Dec. 7 to be able to meet with the Finance Committee and bring the information to the City Council meeting on Monday, Dec. 10.

Darren made the motion to take a vote on the company to recommend to the Library Board as the CM of the new library project. Frank seconded the motion. All were in favor and the motion carried.

Poettker Construction received votes from Barb, Wendy, and Jane. Holland Construction received votes from Darren and Frank.

With the majority voting for Poettker, Jane made the motion that the Construction Committee recommend Poettker Construction as the CM of choice for the new library. Wendy seconded the motion and all were in favor. The motion carried.

Christi said the architect firm, Arcturis, wants to come to the library and start meeting. She said they are considering the 2nd or 3rd week of January. Frank said Thursdays are best with his schedule, but he is also available at other times.

The Construction Committee meeting adjourned at 7:00 pm.

Respectfully Submitted,

Wendy Folen, Secretary

**Minutes for Special Meeting
Case-Halstead Library Board of Trustees
Thursday, November 29, 2012**

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Barb Guebert- President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Christi Gerrish-Library Director **Absent:** Jeff Taylor- City Council Liaison

Also Present: Mayor Jan Fauke who arrived at 7:06 right after the Pledge of Allegiance.

The meeting was called to order by Barb at 7:04 p.m. and the Pledge of Allegiance was recited. Barb reported on the Construction Committee's review of new proposals put forth by Holland and Poettker Construction for CM of the new library. She said there was a \$25,000 difference between the companies on salary, but then the percentages charged in different areas made it hard to find a large difference overall.

Christi looked online and said both proposals were at the low end of what construction management firms are charging on comparable size projects. She reported that 3% to 5 % is standard and with those parameters, a 4 million dollar project could run \$500,000 in management costs.

Christi reported that there was no response for a statement of interest as requested in the ad run by the Library Board in the Sentinel Newspaper.

Barb said a resolution was discussed to designate a specific account for receipt of state grant money. Ken Mehochko has said that the Library Board is required to take its recommendation of CM to the Finance Committee for their approval and then it goes to the City Council for their approval.

Sharon said the IL State Statutes places the Library Board in charge of decisions for the Library. Mayor Fauke said the building is owned by the City and sits on City land and City regulations need to be respected and followed.

Barb told the Library Board that the Construction Committee met earlier and recommends Poettker Construction as the Construction Manager for the new library. The Board was reminded that this came about after weeks of interviews and follow-up calls with references, and questions rose on the different proposals. It was summarized that four companies expressed interest and were granted equal opportunity to make presentations. All board members except Jeff Taylor were present for the Holland presentation that took place in August. Barb, Darren, Jane, Wendy, and Sharon were present for the Poettker, Musick, and Korte presentations that followed in November. Based on all the information, the Construction Committee reached its decision.

Brad made the motion for the Library Board to vote on the Poettker Construction recommendation and Sharon seconded. All were in favor and the motion was carried.

Poettker Construction received a majority approval from the Library Board Trustees with Brad, Wendy, Sharon, Jane and Barb voting yes. Kim, Darren and Frank voted no. Sharon then made the motion to accept Poettker Construction as the Library Board's choice for CM for the new library. Jane seconded and the motion carried.

Christi said that Keith Poettker offered to give their presentation again to any board members who were not present at the initial presentation. The Board members indicated that would not be necessary. Darren said he was glad the vote was over and was ready to move forward. Frank agreed and said he will accept what we have decided and is looking forward to constructing a great library.

It was reported by Barb that the land sale will close on January 4, 2013. The Dickens Carolers will be performing on the 9th of Dec. at 4:30 p.m. at the Messiah Lutheran Fellowship Hall. Jane said she would get cups and napkins, Barb would be unable to attend but would help get the mulled cider, and Kim said she had several attractive trays that could be used for cookies. Many board members agreed to make cookies for the event.

The Christmas in Carlyle Parade is tomorrow night (Nov. 30) and Darren helped with the sign that looks great, Sharon reported. Jane will be riding in the car and Darren, Frank, and Christi will be dressed in costume on the float. Costumes are courtesy of Dr. Deanna DuComb and Frank. The Parade starts at 6:30 p.m. with line up at 6 p.m. Christi said she has flyers to hand out of some upcoming events, in addition to Smarties and Dum-Dum candies.

The Special Meeting adjourned at 7:45 p.m. The next regular board meeting will take place on Monday, Dec. 3 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary