

Meeting Minutes
Case-Halstead Public Library Board of Trustees
Monday, November 3, 2014

Meeting Location: Library Conference Room, 550 Sixth St. Carlyle, IL 62231

Board Members Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Kim Stamps, Ken O'Dell

Absent: Brenda Johnson, City Council Liaison, Christi Gerrish, Library Director (excused)

Also Present: Adam Cannon, President of Clinton County Historical Society

Barb called the meeting to order at 7:10 p.m. and the pledge of allegiance was recited.

Meeting Minutes: Jane moved to approve the Oct. 6th meeting minutes of the Library Board of Trustees as presented by Sharon. Darren seconded the motion, all were in favor. Motion carried. Wendy asked what OCLC stands for as mentioned in last month's minutes under treasurer's report. Jane said Christi would have to answer that when she returns.

Treasurer's Report: Jane reported 35.20% expenditures to date, with 42% of the fiscal year elapsed. Darren questioned the high utility and \$319.51 telephone bill. Are these for more than 1 time period? Jane will confirm this when Christi returns but said what is on the report is what has been approved. Jane also noted that the budget has seen 32.83 % of revenues to date. Barb said she believes Christi has another Scholastic Book sale planned for Dec. Sharon asked if we are seeing any profits yet from the vending machine. Frank moved to accept the treasurer's report and Sharon seconded the motion. All were in favor and the motion carried.

The order of the agenda was modified so Adam Cannon could address the board before leaving for another meeting. Adam explained that the Clinton County Historical Society has not been able to attract younger volunteers to operate the museum located in the former home of Judge Sidney Breese. He said for that reason, their board is discussing the possibility of closing the museum. He asked the library board for direction on our furniture and other items on loan from our Case family collection, in the event the museum ceases to exist. Adam made it clear that the society would still exist, but they would not own and manage the historical collection. He passed around a picture of the library's items on loan as a reminder. He said are currently covered under the historical society's insurance policy. The board agreed to discuss this at a later meeting and contact him. Adam departed at 7:30 p.m.

Library and Construction Bills: Barb reviewed the income and expenditures report for Oct. in the absence of Christi. She said line item 6120 Salt for \$33.18 was because the company that installed the water softener in the new building failed to install salt. Frank moved to pay the bills, Sharon seconded the motion. All were in favor and the motion carried. Clarification from Christi was requested on why the Hall of Frames \$10 reimbursement under Line item 9250 did not come out of petty cash as we had previously decided for smaller purchases by board members.

Construction Bills: Jane moved to pay the construction bills and Darren seconded the motion. All were in favor and it carried, however, the board requested clarification from Christi on the following. Why are there two bills from Home Fashions? What is the breakdown of the \$2157.86 City bill?

Statistics: October overall circulation is down from a year ago at 3416 compared to 3705. Oct. 2014 shows more visitors because the junior high students toured the new facility and there were four programs compared to none last Oct. Trick-or-Treat saw about the same attendance as last year with only two more children. The monthly report now includes Patron Count and it had this Oct. at 4251. Sharon asked if the counter only counts people when they enter the library and not when they exit. Barb said Christi would need to answer that question at the next meeting.

Sharon said that the personnel committee was not prepared for a closed session in this meeting, so the matter is tabled for a future meeting.

Building and Grounds: Barb said Christi has been keeping an impressive record of utility usage in the new library through periodic readings of the meter. There was a problem with how the new HVAC system was set and the company who installed it would not return for several weeks to correct it and provide the training that was part of their scope of work. Christi's meter report reading shows that the actual usage is only 1/3 of what was previously billed and the future utility bills should be considerably lower. Barb said while she wants to see the temporary construction committee disband, she believes issues like this one make it necessary to keep the construction committee active for at least the first year in the new facility (until Aug. 16, 2015). The purpose is to monitor warranties, access the functionality of the new equipment, follow up on punch-out items, etc. She said after the first year, any remaining issues would be turned over to the building and grounds committee. Barb asked the board if this would be okay and the answer was yes.

Standing Committee Reports

Tech Committee: Frank said he talked to Christi and he compiled an estimate of several items that would benefit the library during programs. He discussed a second microphone in the Maddux Community Room to allow for audience participation and two speakers, a Blue ray player that will also play DVDs so that Christi's laptop doesn't have to be used each time a movie is shown, a sound system that mounts under table in conference room, etc. Frank also discussed the benefit of a small portable stage for the Maddux Room. On a side note, he said that his wife, Deanna DuComb has talked to Christi about a performance by Carlyle Theatre Arts of "How the Grinch Stole Christmas" this Dec. in the Maddux Room. He said an inexpensive stage would make performances like this one better. After reviewing other items and Frank's rough estimates, Sharon moved that \$2,500 be allotted to the tech committee to enhance the functionality of the Maddux Community Room and the Conference Room for technology and programming. Kim seconded the motion, all were in favor and the motion carried.

Barb said an incident happened in the library that was upsetting to some of the library staff. She said two drunken young men came in during the shift of two part-time employees. One threw up quite a bit in the restroom while his friend followed one of the staff employees back into the employee break room. The board commended the two ladies for dealing with this unfortunate situation. This raised several questions regarding how well the staff has been trained for the new library. When should the panic button be used, when should the police be called, is the staff aware of the policy for handling

body fluids? Wendy suggested that the Security Company and/or Carlyle Police Department may be willing to provide some basic safety tips for the staff. Darren said we should talk to Christi more about what actually happened and her response. Wendy said it's the library board's responsibility to review and approve all library policies and this need to be done soon to determine what is missing. Kim said the new building has raised new issues.

It was suggested by Frank that the library director may want to include in her monthly report, an incident report to inform the board of situations like this that need to be addressed.

Construction Update: Barb provided a lengthy update of the punch-out list for construction. She mentioned a couple of issues that are being worked out, including getting the company back to adjust the automatic handicapped entrance doors to be more energy efficient, having the chandelier raised in the Heritage Room, getting the parking blocks installed by the city. She said it was pointed out there are small paint chips on the trellis that the painter needs to look at, and the fence was ordered and should be installed next week, cabinets in the staff workroom have pulls and knobs now. She attended a Sept. 24 meeting with the HVAC Company for a solution to the settings on the system and was informed that the filters need quarterly checks. She said the outdoor benches are being manufactured and Rita with city hall has agreed to create a \$450 bill for alley work to be done by the City at a later date. This will be paid this time only by the library as a good-will gesture to the residents in the alley who had to deal with the construction.

Barb said the clock for the reading room that was purchased with the Sinclair donation will be installed around Dec. 10 with the bookcases that will be replacing the metal racks on the blue accent wall. Barb said three fireplace covers will also be installed at the same time.

She said with the recommendations of the horticulturist at Diversified Solutions, some changes were made to finalize the landscape plans. A couple of trees were eliminated and messy crab apple dwarf trees were changed to burning bushes in the parking islands.

Wendy agreed to get a quote for next meeting on an additional tackable wall in the Maddux Room which the General Dean program revealed would be useful. Wendy is also getting quotes on having the closets finished and is finalizing what she wrote for the history wall. She showed the board the concept of the history wall that will be located in the main lobby.

Sharon agreed to look into prices for a locking file cabinet for the board's closed minutes and items. She is concerned about the antique cabinet that is located near the fireplace wall. She wonders if a protective UV coating of Min-wax would be enough of a solution and the board thought Christi could ask her relative Stan Robert who finished the Heritage Room table about this.

Jane moved that we purchase an additional bike rack, spend \$450 for the alley work, and order a locking bulletin board/glass case for the vestibule so there can be control over what is posted in that space. Kim seconded the motion, all were in favor and the motion carried.

City Council Liaison: Brenda Johnson absent

Public Comment: nobody in attendance

Review of Library Calendar: tabled in absence of Christi's report

Friends and Volunteers: Sandy Cain has agreed to be the president of the Friends of the Library on a temporary basis until Dec. The group has a meeting scheduled for Nov. 15 and has been helping with the exhibit for General Dean. More volunteers are requested, also from library board members.

General Dean Program and Exhibit: Sharon and Barb will appear on WCXO radio on Thursday morning at 8:30 a.m. Darren will appear on WDLJ sometime after 8 a.m. on Wed. morning. The reason is to promote the library program. Wendy has written articles in the Union Banner, and other articles have appeared in the Sentinel and the Breese Journal.

Barb, Jane, and Sharon continue to work on details and they have heard responses back from several State Legislators who will attend. Barb said the Patriot Guard Riders will attend, the Carlyle Fire Dept. will hang the flag outside of the high school, and she has been working with Rookie Kampwerth of the Beckemeyer American Legion Color Guard who will post the colors. Flowers need picked up from Flowers by Tess on Friday afternoon and help is needed from board members to set up and attend the Saturday event. The staff will open the library. Barb has a row reserved for library board members to sit in, and requested that anyone who could not attend, to contact her.

Barb showed the dedication plaque that she purchased with board approval for the bird sculpture, "Flight" that was donated by her and her family. This will serve as the guide for future plaques so there is consistency, but a policy still needs to be introduced that determines what donations earn what type of recognition.

The two by-laws changes that deal with standing committees and library board succession were tabled for next month due to the length of the meeting.

New Business:

Barb said that Brenda has heard from a couple of concerned citizens that children may crawl in to the culvert that drains from the library roof to the detention pond. Barb looked into this and found the price to install an aluminum cover would be \$228. She said Adam Cannon, our earlier guest, works for IDOT and recommended a piece of rebar. He said that is done most often. Kim said she will look at what Mater Dei did on their campus and report back.

Items from the old library: Discussion ensued on what to do with small items remaining from the old building. Barb said she has the old sign in her garage. Kim said she has some door knobs and old light switch plates that she gave to Christi. Frank said he has a couple of old fixture covers but the board doesn't want that back. Sharon has the red front door stored in the back of the old Dollar General. Barb asked her to bring it to the library but Sharon said she felt it was better stored out of the way. The board agreed that the storage room could use better organization and is willing to help. Barb said the reason she wanted the door back is she saw an idea where they inserted pictures into the old glass panes and thought the door could be transformed into art in the Maddux Room. Sharon will provide measurements and bring it, when the work can be done.

The meeting adjourned at 9:15 p.m. The next regular meeting of the Library Board will take place on Monday, Dec. 1 at 7 p.m. in the library.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING OCTOBER 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	PROPERTY TAX	10,764.17	27,154.13	28,000.00 (845.87)	96.98
20-3150	MOBILE HOME TAX	.00	.00	80.00 (80.00)	.00
20-3160	PAYMENT IN LIEU OF TAXES	.00	.00	5,300.00 (5,300.00)	.00
	TOTAL TAXES	10,764.17	27,154.13	33,380.00 (6,225.87)	81.35
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440	GRANTS	.00	2,000.00	.00 2,000.00	.00
	TOTAL INTERGOVERNMENTAL REVENUE	.00	2,000.00	.00 2,000.00	.00
<u>FINES & FORFEITURES</u>					
20-3530	PENALTIES-LIBRARY FEES	563.00	3,608.30	7,000.00 (3,391.70)	51.55
	TOTAL FINES & FORFEITURES	563.00	3,608.30	7,000.00 (3,391.70)	51.55
<u>MISCELLANEOUS REVENUE</u>					
20-3810	INTEREST INCOME	.00	12.87	25.00 (12.13)	51.48
20-3831	DONATIONS	.00	1,722.00	2,000.00 (278.00)	86.10
20-3832	DONATIONS-SUMMER READING	.00	600.00	2,000.00 (1,400.00)	30.00
20-3833	DONATIONS-BOOK SALES	.00	962.00	300.00 662.00	320.67
20-3860	MADDUX TRUST	.00	.00	.00 .00	.00
20-3890	MISCELLANEOUS - GIFTS	.00	.00	.00 .00	.00
	TOTAL MISCELLANEOUS REVENUE	.00	3,296.87	4,325.00 (1,028.13)	76.23
<u>OTHER FINANCING SOURCES</u>					
20-3990	TRANSFER FROM OTHER FUNDS	.00	30,000.00	122,000.00 (92,000.00)	24.59
	TOTAL OTHER FINANCING SOURCES	.00	30,000.00	122,000.00 (92,000.00)	24.59
	TOTAL FUND REVENUE	11,327.17	66,059.30	166,705.00 (100,645.70)	39.63

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING OCTOBER 31, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	9,047.77	42,865.37	84,000.00	41,134.63	51.03
20-56-4510 HEALTH & DENTAL INSURANCE	913.81	3,660.46	5,279.88	1,619.42	69.33
20-56-5110 MAINTENANCE SERVICES-BUILDING	1,383.00	2,233.00	5,500.00	3,267.00	40.60
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	131.54	704.17	2,075.00	1,370.83	33.94
20-56-5330 LEGAL SERVICES	195.00	256.20	1,000.00	743.80	25.62
20-56-5490 OTHER PROFESSIONAL SERVICES	1,779.40	3,951.37	7,050.00	3,098.63	56.05
20-56-5510 POSTAGE	55.91	275.30	400.00	124.70	68.83
20-56-5520 TELEPHONE	104.73	834.15	1,500.00	665.85	55.61
20-56-5530 PUBLISHING	.00	83.60	500.00	416.40	16.72
20-56-5540 PRINTING	.00	.00	.00	.00	.00
20-56-5620 TRAVEL EXPENSE	.00	.00	300.00	300.00	.00
20-56-5630 TRAINING	.00	.00	500.00	500.00	.00
20-56-5710 UTILITIES	281.42	2,930.72	15,000.00	12,069.28	19.54
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	10,000.00	10,000.00	.00
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	100.00	100.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	.00	100.00	100.00	.00
20-56-6510 OFFICE SUPPLIES	41.19	1,061.32	2,000.00	938.68	53.07
20-56-6540 JANITORIAL SUPPLIES	95.85	147.81	400.00	252.19	36.95
20-56-6580 PERIODICALS	.00	1,182.11	2,000.00	817.89	59.11
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,759.57	11,367.05	20,000.00	8,632.95	56.84
20-56-9250 SPECIAL PROGRAMS	93.58	907.83	3,500.00	2,592.17	25.94
20-56-9290 MISCELLANEOUS EXPENSE	6.20	37.20	100.00	62.80	37.20
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	3,976.50	7,953.00	3,976.50	50.00
TOTAL LIBRARY	16,551.72	76,474.16	170,257.88	93,783.72	44.92
TOTAL FUND EXPENDITURES	16,551.72	76,474.16	170,257.88	93,783.72	44.92
NET REVENUES OVER EXPENDITURES	(5,224.55)	(10,414.86)	(3,552.88)	(6,861.98)	(293.14)

Case Halstead P.L. – Income and Expenditures

November 2014

- A. Nonresident Fees- \$425.00
- B. Fines - \$80.19
- C. Copier & Printer- \$187.75
- D. Fax Machine- \$37.00
- E. Book Sale - \$9.50
- F. Donations - \$5.95
- G. Coffee - \$10.00
- H. Amazon Book Sale (not in totals) - \$202.39

Total \$755.39

Total at CH \$ 776.19

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$100.00</u>
Terminix - \$100.00	
5120 Maintenance-Equipment	<u>5120 \$144.44</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$64.61	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$47.88</u>
13 Packages and stamps - \$47.88	
5520 Telephone	<u>5520 \$125.50</u>
AT&T - \$100.50	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$942.94</u>
City of Carlyle - \$817.40	
Ameren - \$85.40	
Constellation - \$40.14	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$417.23</u>
Demco - \$310.61	
Office Products Center - \$16.70	

TechSoup - \$74.00	
Wal-Mart - \$15.92	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1207.75</u>
Amazon - \$336.17	
Baker & Taylor - \$537.17	
Center Point - \$22.17	
Gale - \$187.13	
Sentimental Productions - \$125.00	
Wal-Mart - \$187.24	
9250 Special Programs	<u>9250 \$274.99</u>
Amazon - \$15.00	
General Dean	
Carlyle IGA - \$35.00	
Flowers by Tess - \$31.88	
Schuette's SuperValu - \$1.69	
Union Banner - \$157.50	
Wal-Mart - \$23.73	
Union Banner - \$63.00	
Wal-Mart - \$15.76	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$3219.05</u>

Late Bills from September

5490 – Centurion Annual Renewal – 98.67

Late Info from October

Total at City Hall - \$1107.70

Library Project Bills

November 2014

Maddux Trust:

8900 Other Improvements

Amazon - \$65.47

Centralia Stationery - \$189.00

Comm Squad - \$612.60

Demco - \$576.76

Diversified - \$3992.50

Egyptian Stationers - \$50,877.07

Molanda Company - \$5349.00

Wal-Mart - \$174.98

Total - \$61,837.38

State Grant:

8900 Other Improvements

Wal-Mart - \$94.82

Total - \$94.82

Grand Total - \$61,932.20

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Current Accounting of Upcoming Charges to the State Grant and Maddux Trust as of December 1, 2014

Contractor	Contracted Amount	Remaining
Arcturis	\$202,600.00	\$0
Automatic Fire Sprinkler	\$25,463.00	\$0
Bel-O Cooling & Heating Inc.	\$136,800.00	\$0
Diversified Services	\$39,925.00	\$0
Egyptian Stationers	\$245,122.14	\$0
General Waste	\$29,775.00	\$0
Gerstner Plumbing	\$73,311.00	\$0
Joiner Sheet Metal & Roofing	\$95,770.94	\$0
ML Vasquez	\$370,382.00	\$0
Plocher Construction	\$1,666,150.00	\$106,000.00
Poettker Construction	\$483,265.18	\$0
Rakers Electric Contracting	\$343,990.74	\$0
Von Alst Operating	\$359,373.82	\$0
Total left on contracts- \$106,000.00		

Estimated total in trust after completion if contract is completely used - \$25,842.44

*All contract figures have been audited by Poettker Construction

(\$50,000 to be deducted from Plocher's contract for landscaping, plus various other allowances not used to total about \$70,000.00 that should be a deduct change order after finishing with Foppe.)

Circulation Statistics---Monthly

2014 November

2014 October

2013 November

ADULT---1661

ADULT---1857

ADULT---2289

CHILDREN---515

CHILDREN---621

CHILDREN---544

YOUNG ADULT---57

YOUNG ADULT---111

YOUNG ADULT---83

RENEWALS---651

RENEWALS---610

RENEWALS ---485

MANUAL CHECKOUTS---43

MANUAL CHECKOUTS---42

MANUAL CHECKOUTS---82

3M Cloud---24

3M Cloud---21

TUMBLEBOOKS---3

Overdrive---144

Overdrive---154

Overdrive---159

TOTAL=3095

TOTAL=3416

3M Cloud---13

TOTAL=3165

ROUTE INS=389

ROUTE INS=458

ROUTE INS=450

ROUTE OUTS=251

ROUTE OUTS=288

ROUTE OUTS=768

COMPUTER USE=640

COMPUTER USE=759

COMPUTER USE=298

PATRON COUNT=2931

PATRON COUNT=4251

General Dean Program - 168 5TH Grade - 98

Songs of the Civil War - 12

General Dean Display - 241+ 6th Grade - 102

Dean Day Parade - 20

7th Grade - 100

Family Read Night - 8

8th Grade - 100

Haunted Library - 48

Chosin - 12

Finnigan's War - 16

Korean War Talk - 20

Trick or Treating - 53

AIA® Document G701/CMa™ – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
 Case-Halstead Public Library
 Vacant lot east of existing library
 571 Franklin Street
 Carlyle, IL 62231

CHANGE ORDER NUMBER: 001
INITIATION DATE: 11/17/2014

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
 Egyptian Stationers
 129 W. Main Street
 Belleville, IL 62220

PROJECT NUMBERS: 0913 /
 122093.01
CONTRACT DATE: September 20,
 2013
CONTRACT FOR: BP #10 Furniture

THE CONTRACT IS CHANGED AS FOLLOWS:

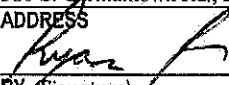
Reduction in contract amount for unused allowances.

The original Contract Sum was	\$ 248,078.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 248,078.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 2,955.86
The new Contract Sum including this Change Order will be	\$ 245,122.14

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 11/2/14.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Poettker Construction Company Inc.
CONSTRUCTION MANAGER (Firm name)
 380 S. Germantown Rd., Breese, IL 62230
ADDRESS

BY (Signature)
 Mr. Ryan S. Poettker
 (Typed name) DATE: 11/24/2014

Arcturis
ARCHITECT (Firm name)
 720 Olive Street, Suite 200, St. Louis, MO 63101
ADDRESS

BY (Signature)
 (Typed name) DATE:

Egyptian Stationers
CONTRACTOR (Firm name)
 129 W. Main Street, Bellevill, IL 62220
ADDRESS

BY (Signature)
 Mr. Kevin Baltz, VP
 (Typed name) DATE:

Case-Halstead Public Library
OWNER (Firm name)
 850 Franklin Street, Carlyle, IL 62231
ADDRESS

BY (Signature)
 Mrs. Barbara Guebert
 (Typed name) DATE:

ANTHONY SUPPLY CO., INC.
 425 E. HARRIS AVE.
 GREENVILLE, IL 62246

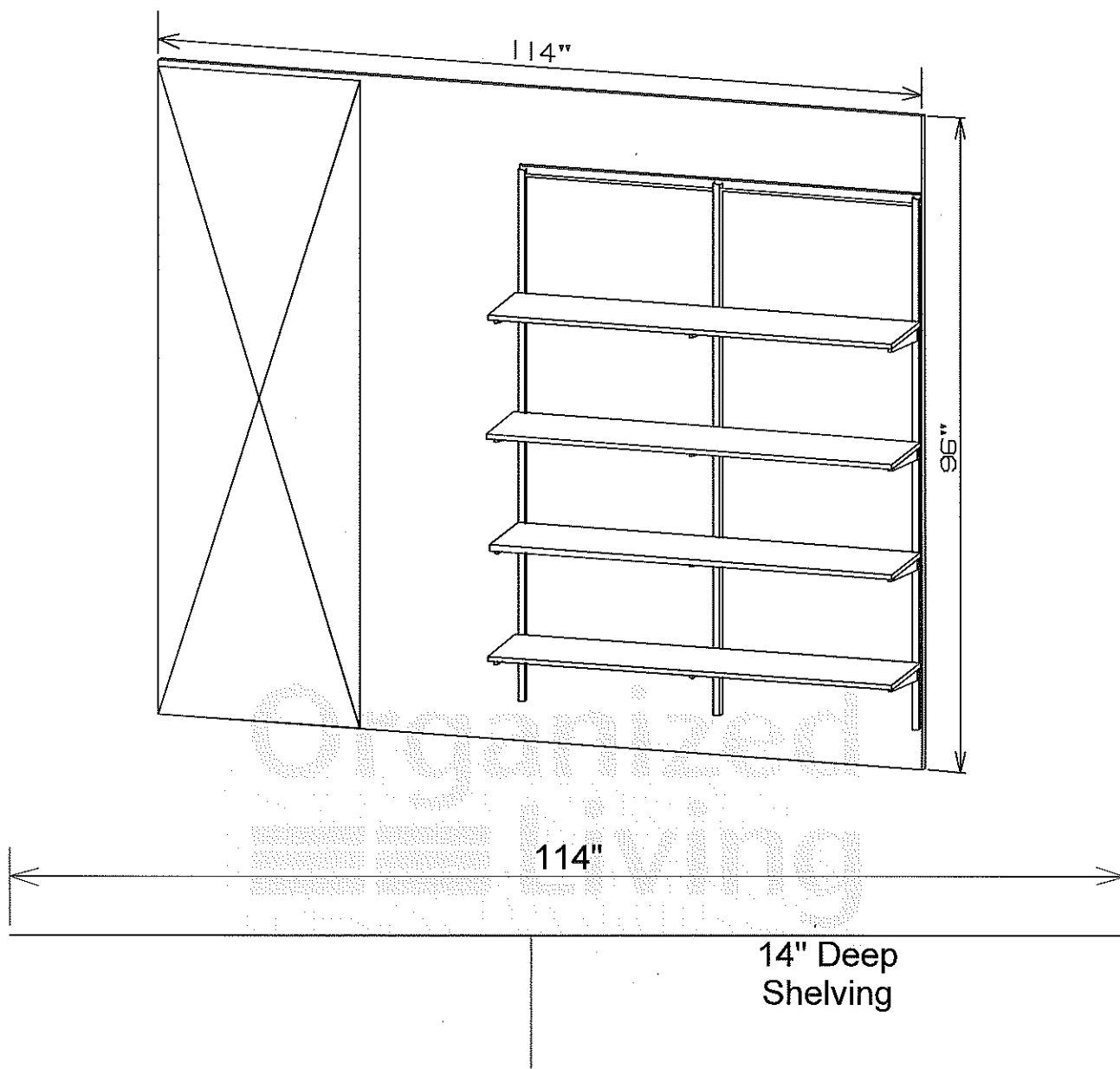
Quote

Date	Quote #
11/24/2014	532

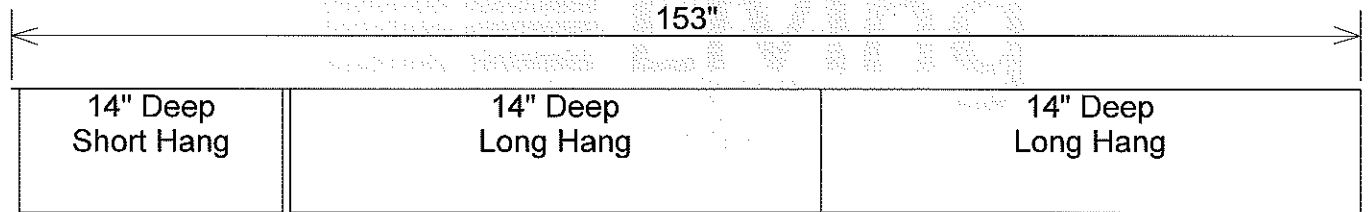
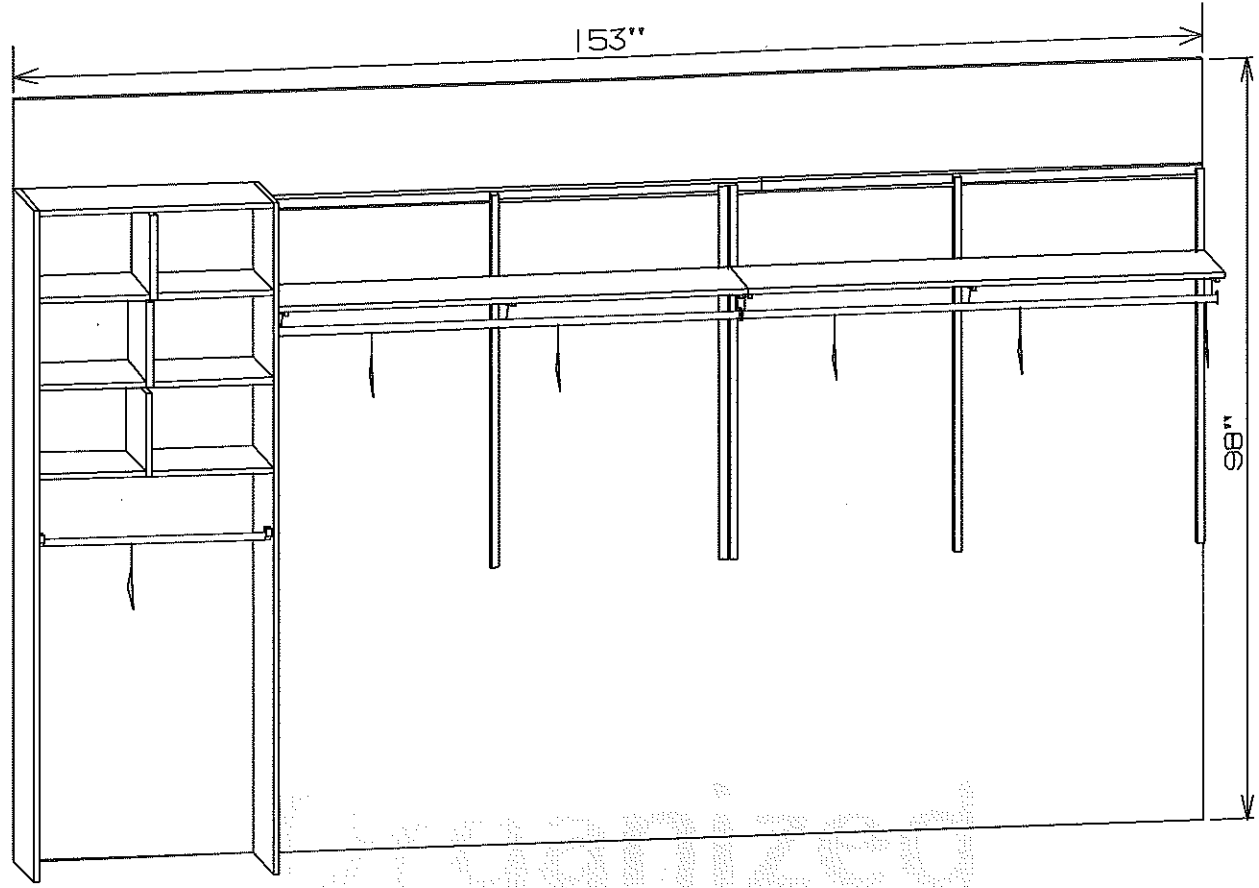
Name / Address
CARLYLE LIBRARY AVISTON LUMBER CARLYLE, IL ATTN. CHRISTI GERRISH

PROJECT
CARLYLE LIB REPAIR

Qty	Item	Description	U/M	Cost	Total
26	FCLT72	CH LINK TW PIPE 2 X 7' BROWN	EA	18.00	468.00
6	FCLT8212	CH LINK TW PIPE 2 1/2 X 8' BROWN	EA	34.95	209.70
21	FCL158TRB	CH LINK BROWN TOPRAIL 1 5/8	ft	2.00	42.00
1	SERVICE	LABOR [INCLUDES CONCRETE]	EA	2,200.00	2,200.00
				Subtotal	\$2,919.70
				Sales Tax..	\$0.00
				Total	\$2,919.70
Phone #		Fax #			
618-664-3395		618-664-1195			
E-mail		Web Site			
ANTHONYSUPPLY@SBCGLOBAL.NET		WWW.ANTHONYSUPPLYCO.COM			



STORAGE CLOSET
FREEDOM RAIL WHITE



OPEN COAT CLOSET
CHOCOLATE PEAR

Case-Halstead Library Board of Trustees
Construction Committee
Nov.19, 2014

Meeting Location: Case Halstead Public Library at 550 Sixth St. Carlyle, IL 62231

Construction Committee Members Present: Barb Guebert, Wendy Folen, Jane Bullock, Christi Gerrish – Library Director

Absent: Frank Buckingham (excused), Darren Tracy

Also Present: Cory Pritchard – Poettker Construction

The meeting was called to order at 1:40 p.m. by Barb. She thanked Cory for attending and asked him to provide his report first if he needed to leave for another meeting. He said his report dealt mainly with the items under old business, so he would provide input as the items on the agenda were addressed.

Old Business:

Landscape: Christi said Diversified Solutions was almost complete, that they would return on Nov. 20 to mulch around the final plantings. Cory said he requested the final bill from Ken with Diversified and he hopes to have their final payment and retention bill processed through the next board meeting. Barb said while she was there, Kathy with Diversified noticed there was a couple of dead periwinkles and said they would be back in the spring to replace. Wendy and Christi asked Cory about the warranty from Diversified on the plants. Cory believes it is a year but will reconfirm. Barb agreed to write a letter to the company documenting the few plants that are dead besides the periwinkle. They include boxwood and one or two hydrangea. Overall, we all agreed to be very satisfied with their work. Barb questioned Cory again on the final bill and to make sure it takes into account fewer trees. Cory said he has already discussed this with Ken and the library is getting the better end of the deal, because we had another sprinkler head added and an additional delivery of sod and Diversified is calling it a wash.

At this point, Cory said he gave Christi two O & A (Operations and Maintenance) manuals (1 hard copy, 1 CD) and Joe Huel's set of "As Built" drawings. Christi said she will place them in the board's new file cabinet for safe keeping with the exception of the CD in case she needs to reference an equipment manual. Barb asked if the O&A manual is in order and if we will be able to locate all of the information and warranties. Cory said yes.

Foppe Scope of Work: Cory asked for an update on Foppe's work. Room signs were just installed. He said Barb needs to sign a change order for some additional approved work that includes the exterior letters on the Franklin side of the building, vinyl to be installed on the Maddux door because light was a problem with the movies, and some way finding signs to direct pedestrians.

Discussion followed on several items that still remain as part of the construction project, including the history wall that was on Foppe's original scope of work, display cabinets, extra shelves, and more.

Library Board Meeting Dates for 2015

January 5, 7:00

February 2, 7:00

February 16, 9:00 (Budget Committee)

March 2, 7:00

April 6, 7:00

May 4, 7:00

June 1, 7:00

July 6, 7:00

August 3, 7:00

September 8, 7:00 (Tuesday)

October 5, 7:00

November 2, 7:00

December 7, 7:00

Committee Meetings to be scheduled as needed

Closures

Thursday, January 1 – New Year's Day

Monday, January 19 – MLK Birthday

Monday, February 16 – Presidents Day

Friday & Saturday, April 3 & 4 – Good Friday and Easter Saturday

Monday, May 25 – Memorial Day

Saturday, July 4 – Independence Day

Parade Day at 5:00 – Clinton County Fair Parade

Monday, September 7 – Labor Day

Wednesday, November 11 – Veteran's Day

Wednesday, November 25 at 5:00 – Day Before Thanksgiving

Thursday, November 26 – Thanksgiving

Thursday & Friday, December 24 & 25 – Christmas Eve and Day

Thursday, December 31 at 5:00 – New Years Eve