

**The Monticello Union Township Public Library Board of Trustees met in regular session in the library conference room on Monday, October 7, 2024 at 5:00 p.m.** Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, Circulation Manager Scott Miller, Youth Service Manager Tammy Criminger and trustees Tom Fletcher, Jo Piatt, Teresa Puterbaugh, Emily Thacker, Tom Herman, Butch Kramer, and Don Osten. Also attending was Terry Lancer and Haneen Khader, from Lancer Associates Architecture.

**Call to Order/Approval of Agenda – The meeting was called to order by Board President Don Osten and moved into our business meeting.**

**Business – The purpose of the meeting was to discuss whether the library would stay on site or move off site during construction.**

Terry Lancer and Haneen Khader were attending the meeting via Zoom to answer questions.

Candace opened the discussion with the concern presented at the contractor conference on October 1st asking if we had a plan to phase the project. A follow-up question was presented on the concern for budgeting this project if there would be phrasing involved and would there be a possibility of temporarily moving off site.

The first discussion was to discuss the pros and cons for staying onsite or moving offsite with architects Terry Lancer and production manager Haneen Khader. Terry discussed the possibility of staying on site and needing to phase the project. There would be a safety concern for the public and staff dealing with dust and the frustrations of noise. Since we have only one ADA entrance, they would need to create a new entry for the library. The phasing process would also entail a longer construction time due to moving items around, plus an increase in cost. The library would need to close throughout the construction especially when the water and electricity would be shut off. The benefits of moving off site would be safety for staff and patrons, cut down on construction time, and a cost savings for the project.

The next discussion was on the cost for moving off site. Based on the places reviewed by Don Osten and staff, the library could pay an estimated \$50,000 to \$80,000. Terry was confident that we would potentially save \$160,00 to \$200,000 on construction costs by being out of the building.

Don and the staff discussed their site evaluations of two potential locations. The first site reviewed is located on 6th Street next to Mt. Fuji with 5,000 square feet. There was only one bathroom, a small office, and minimal parking. The second site was the old Herald Journal building but it needed some major work to bring it up to standards. Other spaces were inquired about but phone calls were not returned. Jo Piatt suggested another potential site for consideration, which is the old Label Shopper space by Ace Hardware.

Candace and Sharon met with Kristin McClellan from Ice Miller to discuss budget concerns for the cost of an off site location. Kristin discussed the bond proceeds covering the cost of leasing an offsite location. Terry commented the funds would come from the soft cost in the budget for construction.

All board members agreed they did not see many benefits to continue operating on site and thought it would be better overall for the library staff, patrons, and the potential construction savings in time and money to move off site. Jo Piatt made the motion to move the library off site for the duration of construction. Butch Kramer seconded. After a brief discussion, Don Osten called for a vote. The vote was unanimously carried.

**President's Comments/Adjournment** – Having no further business to come before the board, President Don Osten called for final questions or comments. The meeting was adjourned at 5:57 pm.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Monday, October 14, 2024, at 5 p.m.** in the library conference room.

Respectfully submitted,

Tammy D. Criminger, Youth Service Manager