

The Monticello Union Township Public Library Board of Trustees met in special session on Monday, October 28, 2024 at 5:00 p.m. Present were board members Don Osten, Teresa Puterbaugh, Jo Piatt, Butch Kramer, Tom Fletcher. Library staff - Candace Wells, Director, Scott Miller, Tammy Criminger, Sharon Bail. Leasing Corporation Members Don Henning , Sue Schlimme, Nikki Jenkinson. Virtually attending were Terry Lancer and Haneen Khader of Lancer Associates Architecture. Trustees Tom Herman and Emily Thacker were absent.

Call to Order/Approval of Agenda – The meeting was called to order by Board President Don Osten and the agenda was approved by Butch Kramer and seconded by Jo Piatt.

Business – The purpose of the meeting was to discuss the opening bids received, award the bid, and approve the off site location.

Director Candace Wells asked for Terry Lancer to explain the bids received and their recommendation.

The library received two bids on October 17, 2024 at the official opening for bids.

- Kettlehut Construction submitted their bid of \$4,566,800
- TD Construction submitted their bid of \$3,560,000

Both bids included the alternates and came under bid. Terry Lancer discussed the various reasons as to why we received only two bids when we had several interested bidders at our contractor conference. From the two bids received, they were both responsive and responsible. Kettlehut Construction is a company who have been around awhile and have worked with Lancer on various projects. TD Construction is a newer company but has been bidding on several projects recently. Terry explained they reviewed their bid documents, interviewed the owner, checked references, and reviewed other public works projects, plus their financial sheet they submitted.

Terry concluded they are a newer small firm and they are looking for work and can fit our project into next year. They did discuss with TD Construction the bid with them and reviewed all their sub bids to make sure they had it covered for the project. Terry explained under the state statute for public bids says we must award the lowest responsive responsible bid, which they concluded TD Construction fit this.

Next, Terry addressed the remaining budget amount. He explained this is a good situation for us and he felt we can review our project and make some decisions for the additional bonding funds to cover some other renovations. After we award them the project, we can increase the project amount with the contractor. Terry explained there were some other items desired at the beginning of the planning for the project towards increasing the south end of the building for growth and renovating the south lawn. He was asked how much space could we add at the south end of the building and Terry explained we could possibly add 1,000 to 1,500 square feet.

Director, Candace Wells explained to the board the remaining budget would need to cover reimbursement for fees paid with Lancer, the off site location costs, furniture expenses, networking and security. It was noted the shelving units are an alternate bid and would not be in the furniture expense.

Board president Don Osten commented his appreciation for Terry Lancer and his team's hard work. Don called for a vote from the board members. Jo motioned to accept the bid from TD Construction and Tom Fletcher seconded, the motion carried unanimously.

The next item to discuss on the agenda was to approve the recommendation of the temporary off site location.

The admin staff and Don Osten visited the former Label Shopper space next to Ace Hardware in early October. The space will yield 8,000 square feet and cost \$55,000 for a year to be paid monthly. The Director explained there is a security deposit of \$4, 583.33 to be paid with the signing of the contract plus the first month's rent at \$4,583.33. Candace asked the library's attorney Dow Dellinger to review the contract and provide the necessary changes for our acceptance. There were a few changes Regency Properties agreed to remove.

Candace explained we will need to contact a cleaning service to do a thorough deep clean of the facility. She will also check with the insurance company to add coverage for the space. Additionally, there will be a few more tasks to review Internet connection and security.

Don asked for a motion to approve the temporary location of the former Label Shopper location. Butch made a motion and Teresa seconded, the motion carried.

President's Comments/Adjournment – Having no further business to come before the board, President Don Osten adjourned the meeting at 5:51 pm with no objections.

The next regular meeting of the MUTPL Board of Trustees is scheduled for **Wednesday, November 13, 2024, at 5 p.m.** in the library conference room.

Respectfully submitted,

Tammy Criminger, Youth Services Manager