

November 16, 2022

MINUTES OF THE MEETING

I. **CALL TO ORDER:** The Michigan City Public Library Board of Trustees meeting was called to order by Doug Wickstrom, President, on Wednesday, November 16, 2022 at 2:00 p.m. This regularly scheduled meeting is being held in accordance with the Indiana Open Door Law.

Those members in attendance:

Doug Wickstrom, President
Don Montgomery, Vice President
Mike Wilkerson, Secretary
Stasi Benning, Member
Dr. Mark Jacobi, Member
Dale Cooper, Member
Rose Tejeda, Member

Others in attendance:

Don Glossinger, Director
Andrew Smith, Assist. Director
Kurt Earnst, Legal Counsel
Samantha Royal, Treasurer
Robin Kohn, Public Relations
Margaret Whitaker, Recording Secretary
Tamara Ansell, Assist. Controller

Those members absent: None

II. **PUBLIC COMMENTS:** No comments.

III. **MINUTES:** Motion was made by Don Montgomery and seconded by Stasi Benning to approve the minutes of the regular Board meeting of October 26, 2022. All yea. No nay. Motion carried.

IV. **FINANCIAL REPORTS:** The Statement of Receipts and Disbursements for the month ending October 31, 2022 shows an operating fund balance of \$928,107.86 and a total funds balance of \$4,188,196.19.

The October 31, 2022 operating fund receipts were \$40,785.35 and operating fund disbursements were \$189,106.89.

Samantha Royal reported the following:

This month the Library will transfer \$1,939.48 from the Endowment Trust Fund to the Endowment Investment Fund.

Our current forecasted 2022 end of year Operating Fund cash balance is \$600,000.

2022 Money owed to the Library Rainy Day Fund

Rainy Day Fund \$1,100,000

B. APPROVAL OF BILLS: The revised list of warrants was increased by \$15,756.79. Motion was made by Don Montgomery and seconded by Dale Cooper to approve the revised list of warrants of November 16, 2022 in the amount of \$97,226.08. All yea. No nay. Motion carried.

V. CORRESPONDENCE: None.

VI. OLD BUSINESS: None.

VII. DIRECTOR'S REPORT: The monthly Director's report was submitted in the Board packet and will be filed with these minutes.

VIII. COMMITTEE REPORTS:

A. Building and Grounds Committee Update: The Building and Grounds Committee met at 1:45 p.m. on November 16, 2022 to discuss the Courtyard Heater Replacement Project. Motion was made by Don Montgomery and seconded by Mike Wilkerson to accept the bid from Arctic Engineering Company, LLC for the Courtyard Heater Replacement Project as presented. All yea. No nay. Motion carried.

See: Attached 11.14.22 Letter of Recommendation to Award by Dan Pohrte, Project Manager.

- B. **Budget and Finance Committee Update:** No report.
- C. **Friends of the Michigan City Public Library Update – Liaison:** No report.
- D. **Policy and Procedures Committee Update:** No report.
- E. **Personnel Committee Update:** The Personnel Committee met at 1:30 on November 16, 2022 to consider salary adjustments for the Library employees. Motions were made as follows:

Motion was made by Dale Cooper and seconded by Stasi Benning to change Max Guncheon's position from Supervisor's Assistant to Assistant Supervisor at a rate of pay of \$15.00 effective November 14, 2022. All yea. No nay. Motion carried.

Motion was made by Dale Cooper and seconded by Rose Tejada to accept Administration's updated Employee Salary Ranges effective November 14, 2022. All yea. No Nay. Motion carried.

Motion was made by Dale Cooper and seconded by Don Montgomery to authorize a one-time payout, based on a standard yearly 26 pays, to all employees whose salaries are not changed by the updated salary ranges. This is to be paid on December 2, 2022. All yes. No nay. Motion carried.

F. **Nominating Committee:** Board President, Doug Wickstrom appointed Rose Tejada, Dale Cooper and Mike Wilkerson as members of the committee to select officers for next year.

IX. **NEW BUSINESS:** Board of Trustees Bylaws are to be reviewed annually. Renewal of the bylaws will be put on the agenda for the December 21, 2022 Regular Board Meeting.

X. **PUBLIC COMMENTS:** No comments.

XI. **BOARD COMMENTS:** No comments.

XII. QUORUM DETERMINATION: The next regular Board Meeting is 2:00 p.m. Wednesday, December 21, 2022 in the Library's Meeting Room. Any member unable to attend should inform the Library's Administration Office.

XIII. ADJOURNMENT: Motion was made by Don Montgomery and seconded by Dale Cooper to adjourn this meeting. All yea. No nay. Motion carried. This meeting adjourned at 2:16 p.m.

11.14.22

Memorandum:

Michigan City Public Library: Courtyard Heat Replacement Project
Letter of Recommendation to Award

Don Glossinger, Library Director
Michigan City Public Library
100 E 4th St, Michigan City, IN 46360
(219) 873-3044

Mr. Glossinger:

On November 11, 2022 at 1:00 pm, the Michigan City Public Library accepted bids for the courtyard heat replacement project at the library. The low bid was submitted by Arctic Engineering Company, LLC with total base bid of \$520,499.00 (see attached bid form). The total project estimate was \$490,000.00.

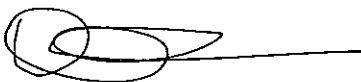
On November 14, 2022 at 9:00 am, Jeff Chamberlin of 2010 Engineering contacted Greg Pahl, Jr. representing Arctic Engineering to review the scope of the project and the submitted bid. The contract documents including the drawings, the written scope of work, the bid form, the instructions to bidder, and addendum #1 & #2 were reviewed and all scope was accounted for by Mr. Pahl as included in their submitted bid. In addition, they are not currently part of any litigation directly related to any projects that they have performed work on as the lead or sub-contractor.

At this time and considering the information above, we would ask that the library award the project to Arctic Engineering Company, LLC and accept for a project cost of \$520,499.00. We would also ask that project construction contingency of \$35,000.00 be approved for uses related to unforeseen conditions with the approval by library administration for a total project cost of \$555,499.00.

Upon the Library Board's approval to award, product Architecture + Design will draft the AIA A105-2007 contract for review and signature by the library's attorney and Arctic Engineering Company, LLC who will then provide the required performance and payment bond.

If you have any questions, please do not hesitate to contact me directly at (773) 837-0447 or dpohrte@product-architects.com

Best-



Dan Pohrte
product Architecture + Design