

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
May 28, 2015

MEMBERS PRESENT: Jeff Merrill, Diana Ripperger, Dede Zaun, Greg Ward, Marva McCarty, Jerry Brimeyer

STAFF PRESENT: Julie Wells and Susan Nass

APPROVE AGENDA: Marva made a motion to approve the agenda. Jerry seconded the motion and it passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

- A. Carpet and Reconfiguration Project Bid Recommendation-FEH Associates, Inc.: Due to the bids for Phase 1 of the project coming in higher than projected, City staff suggested asking that the bids be revised. The Board asked Michelle, designer from FEH Associates, Inc., many questions on why the bids came in so high and what changes could possibly lower the bids.

The Board discussed how to scale back the project while still providing important features to benefit the Library. It was decided that the new media shelving would not be purchased, the existing shelving would not be modified, the proposed tile in the meeting room hallway would be replaced with carpet, and none of the alternates were accepted.

Jerry made a motion to accept the suggested changes to the project resulting in a revised project cost of \$356,959 with the provision of approaching the contractor to participate in any cost saving and to use up to \$40,000 of FY15/16 Enrich Iowa money. Marva seconded the motion. Jeff, Diana, Dede, Marva and Jerry voted yes and Greg voted no. The motion passed.

Diana made a motion to approve the letter provided from FEH Associates removing the alternates included in the bids from consideration. Doing so will allow the Library to pursue other means of funding for these items. Dede seconded the motion, all voted in favor of it and the motion passed.

- B. Approve Proposed Enrich Iowa Expenditures:

Because the new media shelving and alternates were removed from the project bids, the \$48,000 in FY14/15 Enrich Iowa funds being used to purchase these items has to be reallocated. Julie presented a list of possible purchases:

- Network Switch - \$9,900
- Magazine Display and Storage Boxes - \$6,300
- Dual Disc Buffer - \$2,600
- Replace Reading Room Table Lamps (8) - \$1,000
- Upgrade 3M self-check machine - \$3,197
- Polaris LEAP client - \$12,700
- Polaris LEAP accessories - \$1,280
- Staff Chairs - \$1,500
- Conference Room Chairs (15) - \$4,000
- Computers (6) - \$3,400
- Monitors (10) - \$2,000

- Tablet - \$900
- Book Trucks (4) - \$1,600
- Touch Screen OPACS (10) - \$12,000
- Laptop Lab - \$11,000

Marva moved to approve the list except for conference room chairs and book trucks. Greg seconded the motion, all agreed, and the motion passed. Marva amended her motion that if touch screens could not be purchased due to wiring issues, that the money allocated for these items be used to purchase conference room chairs and book trucks. Greg seconded the motion and it passed.

Jerry moved to adjourn the meeting at 8:05 p.m. Greg seconded the motion, all were in favor and the motion passed.

Jeff Merrill
President

Attest: Susan Nass