

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
December 13, 2017

MEMBERS PRESENT: Rich Dougall, Chair; Reggie Gaines, Vice Chair; Megan Chrisman; Mallory Nelson, Youth Representative

MEMBERS EXCUSED: Caroline Berry; Miriam Pinoli

STAFF PRESENT: Patrick Duke, Library Director; Brad Clark, Secretary

Chair Rich Dougall called the meeting to order at 6:34 P.M. in the Director's Conference Room at the Library.

The Board approved minutes of the October 25, 2017 meeting as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Librarian's Report – Pat Duke gave a full update on the Library's upcoming renovations. Two sessions have gone before City Council. One was to describe the project after the bids came in and the second was to get direction from council to accept the low bid, and present some of the issues that came up during that process. The hope is still for construction to begin mid to late January.

Pat handed out copies of the presentation* that had gone before council on November 20 to review it with the library Board. It included that the scope of the work was primarily paint and carpet, replacing service desks, and reprogramming the area from the front doors to the back windows with more shelving along the walls and interactive displays throughout that area creating an atmosphere of discovery. Other needs met by the renovations include making the bathrooms in non-fiction ADA compliant, replacing HVAC in the old part of the building, and addressing the heating and cooling problems in the meeting rooms. Additional alternative renovations included exterior doors to access the patio behind the children's area, a vestibule at the back entrance area, interior changes to the Admin Office, and Tile in the front entrance area.

Acceptance of bids closed on November 16. As mentioned before, the Council met on November 20 to hear the details of the project, review the bids received and discuss some of the issues that the bids brought up. Council met again on December 4 to award the bid and put out a notice of low bid, giving one week for other contractors to contest the awarded bid. Since no one challenged the bid the next step is for contracts to be signed.

Rich Dugall asked about the size of the bids, and any quirks that had come in through that process. Pat Duke shared that the bid packet included the main bid and five alternate bids. The first two of those five alternates were written in such a way that it required removing elements of the main project, and thus should have derived negative numbers in the bid. For example, alternate number one referred to the children's doorway to the patio and essentially asked how much would be deducted from the main bid if that piece were taken out. People did not respond consistently in those portions of the bid. Some provided positive numbers and some negative. After much discussion by the teams reviewing bids and a consultation with the legal department those problems were worked out.

The winning bid went to 2KG Construction. The schedule for work, and how to keep the library open during that work, is still to be determined. Programs are already scheduled to take place outside of the library building at the start of the new year. Storytime, Babytime and Toddlertime, will all take place at city hall in the council chambers and other programs like BookNotes concerts and Book Club are scheduled at other places like the Community Center or the Parks and Rec. Building.

Pat Duke also shared a document showing how Service Desks are changing*. The Circulation Desk, Reference Desk, and Children's Reference Desk will all be reduced in size and include sit-to-stand desk spaces to better serve all heights. Rather than being built into the floor, as the current ones are, they will sit on top of the carpet. This allows for a long view of use, allowing for easier changes in the future as needs and services evolve.

The apparent low bid came in \$200,000 over expectations. In the report that went to council*, which Pat Duke shared with the Board, the three lowest bids were represented revealing that the total project would cost around \$1.35 million even after removing all of the alternate bids; back entry vestibule, patio door in the children's area, etc. The largest piece of the renovation is the much-needed HVAC updating which accounts for \$350,000 of the total. The HVAC needs had been presented as a separate project from the beginning and Council considered a couple of options including removing it from the current project, or cutting other parts of the project. Ultimately, Council recommended moving forward with the project and requesting additional funding in March when supplemental budgets are considered and approved. As noted in the report to Council, Wilsonville's General Fund contingency, as required by state law, is around \$7 million dollars and there is about \$2.9 million in excess that. Megan Chrisman requested to see the actual bids that were submitted for light reading over the winter break. Pat Duke said that he would forward them to her.

Next steps are a meeting with Pat Duke, Eric Mende in Planning, Matt Baker in Public Works, and Andy Stone in Information Systems to discuss the needs for each department while going through the process. That will prepare them for a meeting with the contractor early in the new year.

Rich Dougall asked about the volunteer call that was put out by Volunteer Coordinator Sue Stowell in preparation for the renovations. Pat Duke explained the need for additional shelving and how a thorough inventory of what is currently available upstairs in storage will be a big project. The Board took a walk to see the storage area upstairs for a first-hand view.

The volume of Historical Society items in storage prompted an update on the current state of that group. Pat Duke reported that they recently applied for a grant from Clackamas County's Cultural Commission in the hopes of hiring a consultant to advise them on what is of value in storage. While the renovations are happening the Historical Society will meet at the Toffman House, which is one hopeful and appropriate site for the future.

Meeting adjourned at 7:44 P.M.

The next regular meeting is scheduled for January 24 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**