

LIBRARY BOARD
February 19, 2014

LIB20140219-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, February 19, 2014, 6:30 p.m. at City Hall, W63 N645 Washington Avenue, lower level, room 1.

The meeting was called to order by President Sue Karlman at 6:35 p.m.

Roll Call: Present – Council Member Michael Maher, Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel, Sherry Bublitz, Debra Goeks

Also Present - Library Director Linda Pierschalla, Alex Ramsey of Engberg Anderson Architects (6:50 p.m.), Ryan Raskin of Beyer Construction (7:04 p.m.), Nick Byl of 3M Corporation

STATEMENT OF PUBLIC NOTICE

President Sue Karlman acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

UNFINISHED BUSINESS

Consider Radio Frequency Identification Proposal (RFID); and Action Thereon

President Karlman changed the order of business to allow Nick Byl's presentation at this time.

Mr. Byl gave a PowerPoint presentation about 3M RFID System features and how the system works.

The Board asked questions related to price and how the system works.

Steve Ruggieri reported on a conversation with Director David Nimmer from the Port Washington Library. Mr. Nimmer did not recommend security gates or a shelf scanner. The Board discussed possible items that could be cut from the proposal.

It was the consensus of the Board to get more information on the project budget before making this decision.

Discuss the Library Building Project Including Fundraising, Donor Recognition and Security; and Action Thereon

Alex Ramsey presented results of the Furniture, Fixtures & Equipment bid. The Board reviewed the bid tabulation and project budget summary. Ms. Ramsey recommends accepting contracts 1-5 and 7-11. Ms. Ramsey also recommends that the library contract directly with the Wood Shelter in Mequon. The Board discussed how many chairs to refinish and decided on 43 (five in addition to the 38 specified in the plan).

Motion made by Sherry Bublitz, seconded by Liz Bryde, to accept bids for contracts 1-5 and 7-11 as presented in the fee contract summary. Motion carried without a negative vote.

The Board also reviewed bids for the media equipment in the meeting room, which will include:

- Hearing loop system (hearing aid)
- Projector, screen and control box
- Microphone and speakers
- Tether – free control for AV System

The bid for digital signage in the vestibule, children's room and at the elevators were reviewed by the Board. Ms. Ramsey recommended accepting the bid for the media room equipment.

Motion made by Debra Goeks, seconded by Sherry Bublitz, to accept the bid for the Media Room equipment. Motion carried without a negative vote.

The Board discussed the donor wall and possible approaches in connection with the bid for digital signage. The Board decided to explore this further and postpone the action on this bid.

Mr. Raskin reviewed the change orders and contingency log. The Board discussed how many security cameras to add. After discussion, the Board decided to add four exterior cameras and three interior cameras: one at the front door, one at the DVDs, and one on the second floor.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to accept items #28 and #30 listed in the contingency log with a change to #30 as follows: two cameras for the first floor interior and one for the second floor interior. Motion carried with Council Member Michael Maher, Sue Karlman, Steve Ruggieri, Vonna Pitel, Sherry Bublitz and Debra Goeks in favor and Liz Bryde opposed.

APPROVAL OF MINUTES

Motion made by Council Member Sherry Bublitz, seconded by Steve Ruggieri, to approve the minutes from January 15, 2014. Motion carried without a negative vote.

APPROVAL OF BILLS

Motion made by Steve Ruggieri, seconded by Liz Bryde, to approve the bills as presented. Motion carried without a negative vote.

UNFINISHED BUSINESS – Continued

Discuss 2014 Budget; and Action Thereon

Director Pierschalla reviewed the 2014 budget and fund balance. The fund balance will likely be used to pay for operations in the new Library.

Consider Moving Companies for Library Materials Relocation; and Action Thereon

Director Pierschalla recommended accepting the Anchor Moving Systems estimate. The Board discussed the possibility of using volunteers to move the books; however, due to concerns about time constraints, injuries and getting the books into place quickly and correctly, the Board decided to use a professional moving company.

Motion made by Debra Goeks, seconded by Vonna Pitel, to accept the Anchor Moving Systems estimate. Motion carried without a negative vote.

Personnel Sub-Committee Report; and Action Thereon

The Board discussed the proposed additional staff for the new Library as presented by Director Pierschalla. The goal is to have each service desk (3) staffed all hours that the Library is open. This will mean that people will be needed in each department so that one person can work each night the Library is open, plus weekend rotation.

Motion made by Debra Goeks, seconded by Sherry Bublitz, to accept the proposed additional staff as presented. Motion carried without a negative vote.

Director Pierschalla reported that staff has been told that work schedules may have to change.

NEW BUSINESS

Consider Phone System Proposal; and Action Thereon

DataComm is the provider for the existing building and they submitted a proposal to add new equipment and service.

Motion made by Sherry Bublitz, seconded by Steve Ruggieri, to accept the quote from DataComm. Motion carried without a negative vote.

REPORTS

Director's Report

Director Pierschalla visited Doug Edmunds, a professional architectural photographer who offered to donate some part of his service to photograph the new building.

School Report

Vonna Pitel visited the school IMCs and learned what new technology is being used. She will visit the technology coordinator at the Cedarburg School District to find out how the new Library can support what the students are doing (e.g. Chrome Books, document cameras, etc.).

ADJOURNMENT

Motion made by Sherry Bublitz, seconded by Debra Goeks, to adjourn the meeting at 10:00 p.m. Motion carried without a negative vote.

Debra Goeks
Secretary

adk