

MINUTES OF THE DAVIESS COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MONTHLY MEETING

April 19, 2017

Members Present: Polly Reynolds, President
Rodney Ellis, Treasurer
Lewatis McNeal, Secretary
Beena Vora

Members Absent: Michelle Drake

Others Present: Erin Waller, Director
Debbie Young, Accounts Manager
John Hagan Codell, Codell Construction Company
Mike Raney, RBS Design Group
Austin Ramsey, Reporter – Messenger Inquirer
Charlie Castlen, Daviess County Fiscal Court Liaison

The meeting was called to order by Board President Polly Reynolds at 5:14 p.m.

Polly Reynolds called for the approval of the minutes of the March meeting. Hearing no comments or corrections, Rodney Ellis made a motion to approve the minutes as presented. Polly Reynolds seconded and the motion carried unanimously.

Rodney Ellis presented the Treasurer's Report. He went over the March, 2017 financial report including the receipts and expenditures for the month. Hearing no comments or corrections, Polly Reynolds made a motion to approve the financial report and expenditures as presented. Lewatis McNeal seconded and the motion carried unanimously.

Erin Waller was asked to present the Director's Report. Mrs. Waller reported on programs being held in April and upcoming events. Mrs. Waller reported that the Summer Reading programs, which will be held in June and July, are being finalized. She announced the Summer Activities Fair is being held on Tuesday, April 25. The preparation for the 2017/2018 Budget has begun with meetings with the Library Managers for their budget requests. The 2017/2018 Budget should be presented and approved at the May Board Meeting.

Mrs. Waller reported that the number of incidents at the Library has increased over the last few months. Mrs. Waller and the Board discussed the various types of incidents along with some possible ideas to help with the problem including increased security and checking the restrooms more frequently. Mrs. Waller is going to compile a general list of the incidents and discuss at the next Board Meeting.

Mrs. Waller reminded the Board that in September there would be two Board seat renewals. Polly Reynolds has served two terms on the Board and a replacement for her seat must be determined. Also, Lewatis McNeal's term will be up for renewal. Mrs. Waller asked the Board to be thinking of possible candidates to nominate for the open seats.

Polly Reynolds called for Old Business with the first item being the Library Expansion Project Update. Erin Waller reported that she had received a contract from RBS Design Group for the fees on the revised project. John Hagan Codell reported that he had dollar estimates for the second floor remodel, as well as the site work including paving, lighting and sidewalks. He estimated the inside work on the second floor would be approximately \$125,000 and the outside and parking lot would be approximately \$275,000 for a total of \$400,000, not including the extra dollars for permits and inspections. He also noted the total did not include any contingency dollars. Mrs. Waller noted that the budget for the auxiliary items would be approximately \$350,000 for a total cost of \$750,000 for the second floor remodel and the parking lot expansion. Mr. Codell advised the Board of a possible timeline which includes receiving bids in August and the interior work beginning in September and ending before the holidays. The parking lot work would begin in the following spring. After Board discussion, Rodney Ellis made a motion to authorize RBS Design Group and Codell Construction to proceed with the redesign and preparation of bid packages based on an estimated construction cost of \$400,000. Lewatis McNeal seconded and the motion carried unanimously. Mike Raney and John Hagan Codell left the meeting after the discussion on the expansion project ended.

There was no New Business.

There was no Public Comment.

There was no Closed Session.

Having no further business to come before the Board, the meeting was adjourned at 5:45 p.m. The next meeting of the Daviess County Public Library Board of Trustees will be Wednesday, May 17, 2017 at 5:00 p.m. in the Library Board Room.

A handwritten signature in blue ink, appearing to read "Polly Reynolds". The signature is fluid and cursive, with the first name "Polly" written in a larger, more prominent script than the last name "Reynolds".