

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
JANUARY 2, 2010**

1. CALL TO ORDER

The meeting was called to order by Buckridge at 12:05 p.m. in Library, 1006 Birch Street NE

2. ROLL CALL

MEMBERS PRESENT:

Furrer, Buckridge, Rud, Matchinski, Zellner

MEMBERS ABSENT:

STAFF PRESENT:

City Administrator Joel Erickson

Library Coordinator Diana Tallent

OTHERS PRESENT:

None

3. APPROVAL OF AGENDA

None

4. APPROVAL OF THE MINUTES

None

5. PUBLIC HEARINGS

None

6. PRESENTATION OF CITIZENS PETITIONS AND COMMENTS – COMMENTS LIMITED TO TWO (2) MINUTES

None

7. APPROVAL OF THE CONSENT AGENDA

The items listed on the Consent Agenda are considered routine and non-controversial and are to be acted upon by the Board in a single motion. There will be no discussion of these items unless a Board Member or citizen so request, in which event the item will be removed from the Consent Agenda and considered during the New Business.

None

8. FINANCIAL REPORT

None

9. LIBRARY COORDINATOR'S REPORT

See new business

10. COMMITTEE REPORTS

None

11. OLD BUSINESS

None

12. NEW BUSINESS

- a. Tallent pointed out that the proposed number of hours that the library will be open is 33 hours, but she is only authorized to work 32 hours. She proposed cutting an hour from Saturday's hours, so that the library would close at 4 pm, instead of the previously planned 5 pm. Furrer motioned to change the proposed hours of operation on Saturdays from 12pm -5pm to 12pm-4pm; seconded by Zellner. Votes for: Matchinski, Rud, Furrer, Buckridge, Zellner. Votes against: none. Votes: 5-0. Motion passed.
- b. Special meeting was called to discuss recent issues concerning furniture purchase and installation. US Furniture, the supplier that the Board had chosen to go with in October, had forgotten to include the metal shelving components in their bid. After assuring Erickson that they would "eat the cost" of the metal components, US Office recently came back to Erickson with a request for \$7,500 to cover the components, as both US Office and the vendor are absorbing costs to equal the rest of the overrun. Attempts to contact US Office installer assigned to our job and get answers have been very difficult. If the board is willing to pay the extra \$7,500 for the metal, the installer quoted the week of January 25th for installation. It is currently unknown if any of the order has been placed. The contract stated that install would occur 6 weeks from receipt of down payment. Down payment was paid at end of October. Because this did not occur, and the company has not been proactive in solving the delay, one option the board could consider is a breach of contract.
- c. Tallent suggested looking into the other bid that the board had received in October from DEMCO. The bid was \$2,000 more expensive, and they are located in Michigan (US Office is located in Lonsdale). Upon contacting the DEMCO representative, Tallent was reassured that the pricing on the bid would still stand, and that they would very likely be able to install within 4 weeks. If the board desires to work with DEMCO, Tallent informed board that the representative could be here within hours of being contacted to finalize measurements and begin ordering items. One difference in the bids is that the US Office bid was for metal shelving with wood endcaps, and the DEMCO bid was for all-wood shelves. Wood shelving is actually usually preferred in libraries, but is more cost-prohibitive to purchase. Wood shelving is also quicker to produce, allowing for a quicker turn-around time.

- d. One difficulty facing the board at this time is the down payment. \$24,000 was paid to US Office as a down payment for the furniture. Upon termination of a contract, would the library be able to get a refund of the payment? All of the board members were concerned with getting the funding back with the least amount of fuss made. If the company cannot/will not refund the money, there are steps that can be taken to obtain the money, but it will be costly, time-consuming, and will draw unwanted attention to both the library and US Office. If the board is not able to get the back in a timely fashion, DEMCO is willing to offer the board terms, and does not require any payment until the work is done and installation is complete.
- e. Another difficulty is that no matter what course of action is taken, due to the breakdown in communication with US Office, the opening date and grand opening celebration will be delayed. This is unavoidable.
- f. Board decided upon the following course of action: Tallent and Erickson will contact installer at US Office to inform them of the board's displeasure with the way the contract was handled, and to request the return of the down payment. If the installer is unavailable, they will continue to attempt to contact him. Tallent and Erickson will also do an item-by-item comparison between the DEMCO and US Office quotes. Tallent will keep the board updated as to the results of the meeting(s) via e-mail.
- g. Buckridge motioned to schedule another special meeting on Wednesday, January 6, 2010 so that the board is able to immediately deal with any issues that may arise from the meeting with US Office and/or DEMCO; seconded by Furrer. Votes for: Matchinski, Rud, Furrer, Buckridge, Zellner. Votes against: none. Votes: 5-0. Motion passed. Board will reconvene on Wednesday, January 3, 2010 at 6:30 pm in the Library meeting room.

13. ADJOURNMENT

Motion made by to adjourn meeting by Furrer, seconded by Matchinski. Vote for: Zellner, Buckridge, Matchinski, Furrer, Rud. Against: None. Vote: 5-0. Motion carried. Meeting was adjourned at 12:45 p.m.