

**MINUTES
GENEVA PUBLIC LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
September 18, 2014**

PRESENT: President Esther Steel, Vice President Travis Ketterman, Treasurer Bob Shiffler, Trustee Pat Lord (via teleconference), Trustee Mark Adams, Trustee Zachary Craft and Library Director Christine Lazaris.

ABSENT: Secretary Susan D. Shivers

ALSO PRESENT: Melissa Leib

I. CALL TO ORDER

President Steel opened the Special Meeting of the Board of Trustees of the Geneva Public Library District at 5:02 p.m.

President Steel appointed Trustee Adams Secretary Pro Tem.

Roll call was taken. All were present except Secretary Shivers. Trustee Lord was present via phone.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

President Steel informed the Board that Trustee Lord requested to attend the meeting by phone. Trustee Lord explained she was unable to be physically present because of employment purposes. Treasurer Shiffler **moved to allow Trustee Lord to participate in the Special Meeting of the Board of Trustees.** Trustee Craft seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

III. PUBLIC AND TRUSTEE COMMENTS

None.

IV. ROOF UPDATE

- A. Report on Roof Bids by Mac Brady Associates Inc.
Melissa Leib of Mac Brady Associates presented information about Pine Roofing's references. She stated that common themes emerged about Pine when checking their references: they work long hours, use big crews, and have good communication skills.

B. Approve Selection of Bidder

Treasurer Shiffler **moved to accept the bid from Pine Roofing for roofing replacement and repair.** Trustee Adams seconded.

Discussion followed. Vice President Ketterman raised his concern about the monetary discrepancy in bids. He explained that he looked at the composition of the bid and notes that the labor factor can be the only reason for this discrepancy. He believes there is too large of a risk to accept what he believes is not a responsible bid.

Treasurer Shiffler stated he respects Vice President Ketterman's point of view but feels comfortable based on the references.

Trustee Adams verified with Leib that Pine is indeed taking the roof down to the decking and understands the complexity of the work.

Trustee Lord questioned Leib about the impact of weather on any potential repairs due to the time of the year when the project will get underway. Leib stated she only expects minor repairs in localized areas. It is Leib's opinion that there is enough time this season to replace the roof without any conflict.

Trustee Lord asked Leib for her opinion regarding use of thermoplastic or modified roofing material. Leib recommended using the modified roofing option as presented in base bid 2 for sections B and C of the roof.

Treasurer Shiffler **amended the motion to specify using the modified roof on Sections B and C of the roof.**

President Steel questioned Leib about the validity of the manufacturer's warranty with Pine. Leib stated that according to the contract the roofer is required to install the roof according to industry standards as well as GAF specifications.

Trustee Craft questioned Leib about contacting the Historic Preservation Committee. Leib stated she contacted Michael Lambert, the Preservation Planner for the City of Geneva, but spoke to Dick Unger. Leib was informed that while the Library is in the Historic District it is not a historic building itself. She was told that there will be paperwork that will need to be completed but it won't need to go before their Board.

With no further discussion, **a roll call vote was taken on the motion to accept the bid from Pine Roofing for roof replacement and repair with the amendment to specify use of the modified roofing option for sections B and C of the roof.**

ROLL CALL VOTE:

AYES: Steel, Shiffler, Craft, Adams, Lord

NAYS: Ketterman

ABSENT: Shivers

ABSTAIN:

MOTION CARRIED

- C. Approve Contract with Mac Brady Associates Inc.
Treasurer Shiffler **moved to initiate a contract with Mac Brady Associates for full time contract administration and quality assurance.** Trustee Craft seconded the motion.

ROLL CALL VOTE:

AYES: Steel, Shiffler, Craft, Adams, Lord

NAYS: Ketterman

ABSENT: Shivers

ABSTAIN:

MOTION CARRIED

Trustees discussed color options and reached consensus on selecting the GAF Hickory color choice for shingles and Mansford Brown color or whatever matches the existing trim best.

Leib will notify Pine Roofing that they have been awarded the contract and will copy Director Lazaris. She will begin writing the contract with Pine as well as the formal proposal for services with Mac Brady Associates. President Steel instructed Director Lazaris to send the contracts to Attorney Ritzman for review.

V. ADJOURNMENT

Treasurer Shiffler **moved to adjourn the Special Meeting of the Board of Trustees.** Trustee Craft seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Shivers

ABSTAIN: NONE

MOTION CARRIED

The Special Meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 5:31p.m.

Respectfully submitted,



Mark Adams, Secretary Pro Tem



Esther Steel, President