

Virtual Library Board Meeting Minutes
Thursday April 30, 2020
7:00 am

Due to the COVID-19 pandemic, the Library Board will hold its meeting as a virtual meeting. The Library Board will **not** meet at the Library. Rather, members of the Library Board and staff will join the meeting by using GoToMeeting via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Members of the public can also join the meeting by using GoToMeeting via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Virtual Library Board Meeting Thu, Apr 30, 2020 7:00 AM - 9:00 AM (CDT)

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Open: 7:02

Present: Boehnen, Boyden, Bullette, Craft, Leary, Ott, Salerno and Director Williams

No members of the public signed in for the meeting

Review and Discuss

- Request for Proposal (RFP) re: Interior Upgrade Projects
Both Jeff Gorman and Nic Owen suggested that we use an architect for design and contractor separately, after discussion, determination was made to proceed with RFP for Architect/Engineering Design Services, not general contractor RFP

Discussion of RFP sections:

Items to be included in RFP-concerns that will not be able to upgrade all of the public bathrooms and add the additional exterior exit for the budget available. Additional exit will be removed from the RFP and updating the staff bathroom was included. Also, under soft costs on p. 7 of RFP, remove everything after "asbestos"

insurance requirements- just list types of coverage required in the general paragraph, not specifically listed below as in the draft

timeline- RFP will be sent out today, Post on Village web site, check with Jeff Gorman to see if he has suggestions for architects; Proposals due on May 22, open bids with 1 or 2 Board members present, next Library Board meeting May 28-select top 3, start interviews week of June 1, hold Special Board meeting the week of June 1st to act on Architect selection

- *Safer at Home Executive Order #28* update-reviewed lawsuit status against the extension of Safer at Home and our views on re-opening the Library, Williams is adding clerks to do pick list from 5-7, will offer drive-ups until 7 pm
- Delivery from inter-library loan will start up again, some pushback from staff about patrons returning books and concerns about safety, Williams will check with other Libraries and Dane County Public Health for recommended practices

Boyden left the meeting at 7:58

Future Agenda Items

Motion to Adjourn at 8:07

Motion was seconded

Result of Vote-all in favor