

**Minutes of the
Poudre River Public Library District Board of Trustees
Special Meeting
October 28, 2011
3:30 p.m.**

**Main Library
201 Peterson Street
Fort Collins, CO**

BOARD MEMBERS PRESENT:

Mary Atchison
Linda Gabel
Robin Gard
Shelly Kalkowski
John Knezovich
Mike Liggett
Cara Neth

STAFF PRESENT:

Jeff Barnes
Holly Carroll
Ken Draves
Carol Gyger
Cynthia Langren
Rob Stansbury

OTHERS IN ATTENDANCE:

Jacqueline Murphy

I. CALL TO ORDER

President Liggett called the meeting to order at 3:30 p.m.

II. APPROVAL OF PS INSTALLATIONS CONTRACT – Draves

Mr. Draves explained that the District provided a sole source justification and approval was obtained for engaging PS Installations for the assembly, disassembly, and moving needs of library furnishings, shelves, and library materials through the Main Remodel and Expansion project. PS Installations has a history of working successfully on projects at all three District libraries. PS Installations identified the materials, equipment and man hours required and submitted a bid of \$37,400 for completion of the work required.

Trustee Gabel moved to approve the service agreement with PS Installations. There was a second by Vice President Gard and the motion carried unanimously, 7 – 0.

III. PUBLIC HEARING ON AMENDED 2011 BUDGET – Barnes

Mr. Barnes explained why it is necessary to hold a public hearing today to amend the 2011 General fund and Capital Projects Funds budgets for the purpose of appropriating funds for the expansion and remodel of Main Library and approve funding for improvements being made at the Webster house Administration Center.

Management is proposing the General Fund revenue budget be increased \$70,500 for the funds available from the Community Foundation of Northern Colorado and that the General

Fund Capital Outlay budget be increased \$103,500 for the use of the balance and the use of the \$33,000 of BCC funds currently being held as restricted funds.

Management is also proposing the Capital projects expenditures budget be increased \$2,950,000 for the amount of the General Contractor bid amount including alternates (\$2,650,000) and professional fees anticipated to be incurred in 2011 (\$300,000).

Mr. Barnes asked that a public hearing be held and for the board to approve a resolution appropriating \$103,500 in the General Fund and \$2,950,000 in the Capital Projects Fund for Webster House Administration Center improvements and the Main Library expansion and remodel.

No one from the public was present. Trustee Kalkowski moved to approve the resolution. There was a second by Trustee Neth. The motion carried unanimously, 7 – 0.

IV. APPROVAL OF RECOMMENDATION OF CONTRACTOR FOR MAIN LIBRARY REMODEL PROJECT – Carroll & Draves

Executive Director Carroll explained that at the bid opening on October 24, 2011, administered by City of Fort Collins' Purchasing Department staff, Heath Construction was the identified low bidder in the competitive bidding process for the addition and renovation to the Main Library.

Steve Seefeld reviewed the bids and checked references to establish that Heath Construction was a responsive and responsible general contractor. Following his evaluation, Mr. Seefeld recommends award of the contract to Heath Construction. Board approval will allow for contracting and timely initiation of work on the Main Library according to project schedule.

Mr. Draves explained that because the bid was low, there are nine alternates that the district would like to include in the contract:

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|----|-----------------------------------|----------|
| 1. | New transformers | \$17,000 |
| 2. | Remodel on the staff break room | \$16,000 |
| 3. | Interior day lighting devices | \$ 5,000 |
| 4. | rework front entry way | \$21,000 |
| 5. | exterior café seating and benches | \$ 5,000 |
| 6. | replace trench grade/drainage | \$12,000 |
| 7. | cleaning HVAC for efficiency | \$15,000 |
| 8. | automated door in Children's | \$14,000 |
| 9. | plug load management | \$ 9,000 |

Executive Director Carroll mentioned that Ms. Ripley submitted an updated Library Park Master Plan today and she will bring that to the board for review and to approval in November.

Ms. Murphy indicated there are three components that need to be considered/authorized by the board with regard to the approval of contractor for Main Library:

1. Consider recommendation of project manager for the successful lowest bidder
2. Authorize notice to proceed subject to receiving signed contract and certificates of insurance and necessary construction bonds from Heath
3. Authorize staff and chair to take actions/sign the project manual and any other necessary documents to work with the City to foster the administration of the contract.

Ms. Murphy said this does not require three separate votes but can be approved as a whole. ***Trustee Gabel moved to authorize the three components as stated above. There was a second by Trustee Kalkowski. The motion carried unanimously, 7 – 0.***

V. APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH CITY OF FORT COLLINS FOR ART IN PUBLIC PLACES - Carroll

Executive Director Carroll explained that board approval is needed for a separate Intergovernmental Agreement with the City of Fort Collins for the one-time administration of the Arts in Public Places (APP) for the Main Library building project.

The project includes \$40,000 for commissioning of public art. The City of Fort Collins has an established APP program and will provide administration of the project including call for entries, artist selection, and oversight of design process, and fabrication and installation of the final art piece. The IGA outlines the scope of services that will be provided for a cost of \$4,000 which represents 10% of the total APP project cost. OZ architect, Kate Fields, recommends that we utilize the expertise of the APP staff to coordinate and assist with this process.

As part of the established APP process, a committee has been formed. It consists of: Holly Carroll, Paula Watson-Lakamp, Jean Bosch, Mary Atchison, Cara Neth, Jim O’Neill, Kate Fields, and Ajean Ryan.

There was a motion by Trustee Neth to approve entering into contract with the City of Fort Collins for the administration of the Arts in Public Places process for the Main Library building project. Trustee Gard seconded the motion and it carried by a unanimous vote, 7 – 0.

VI. ADJOURNMENT

Trustee Gard moved to adjourn the meeting at 4:09 p.m. There was a second and the motion carried unanimously, 7 – 0.

Respectfully submitted,

Linda Gabel, Secretary

Cynthia Langren, Recording Secretary