

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

January 21, 2025

CALL TO ORDER

The regular Board of Trustees meeting for January 2025 was held at the Woodbourne Library. Board President Carol Herrick called the meeting to order at 7:00 P.M.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mr. Falkner, **Absent**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; and Mrs. Suttman, **Absent**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

Mr. Monteith stated that Laura Fitzpatrick, WCPLSA President, had planned to address the Board of Trustees tonight. However, she was unable to attend the meeting and asked that I read her statement. Ms. Fitzpatrick's statement was then read to the board. The Board expressed their thanks for bringing the matters to their attention and referred the issue to Mrs. Fultz to further address.

OATH OF OFFICE

Hannah Thirey, Notary Public, was called upon to perform the Oath of Office for Fiscal Officer John Monteith, upon his reappointment as Fiscal Officer for 2025.

Ms. Thirey asked Mr. Monteith to raise his right hand. She then stated: Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees (or as the Fiscal Officer) of the Washington-Centerville Public Library, Montgomery County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office.

Mr. Monteith said "I do."

ANNUAL HIGHLIGHTS

Mrs. Fultz then presented the Annual Highlights presentation (appended to minutes)

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the December 17, 2024 Meeting Minutes. Mrs. Denison seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 1 (Nunna)

DIRECTOR'S REPORT

Mrs. Fultz presented her monthly report for January 2025:

- **FACILITIES**
 - Centerville Library
 - Building project timeline
 - 1st ad – January 16
 - Pre-bid meeting – January 23
 - 2nd ad – January 26
 - Walk-through – January 28
 - Bid opening – February 12
 - Closed Sundays starting in February
 - Beginning to set up temporary space soon
 - Anticipate opening temporary space and switching to temporary hours early March
 - Woodbourne Library
 - Legacy Administration Building
 - Exterior signage is installed
 - Creativity Commons
- **COLLECTIONS/SERVICES/PROGRAMS**
 - Some collections relocated from Centerville Library to Woodbourne Library
 - CDs – permanently relocated
 - Popular tv series - temporarily relocated
- **OTHER**
 - Township requested quarterly meetings
 - PLF meeting cancelled

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for December 2024, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board's review and approval.

Mr. Bowling moved to approve the monthly financial report, and Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

b. Payment of January 2025 Expenditures

Mr. Monteith presented the check register for the period of December 18, 2024 through January 21, 2025.

Mr. Nunna moved to approve the payment of expenditures, and Mrs. Denison seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mr. Falkner	<u>Absent</u>		

The motion is approved.

NEW/OLD BUSINESS

a. Approval of the Legal Advertisement

Mr. Monteith stated that it was required that the board approve the text of the legal advertisement for the contractor bids for the Centerville Library renovation project. Additionally, it is required that the full text of the advertisement be included as part of the Board Meeting Minutes. The text of the advertisement is:

Sealed Bids Will Be Received By
Washington-Centerville Public Library Board of Trustees

OWNER: Washington-Centerville Public Library
Board of Trustees
111 West Spring Valley Road
Centerville, Ohio 45458

PROJECT ADDRESS: Washington-Centerville Public Library
Centerville Library
111 West Spring Valley Road
Centerville, Ohio 45458

DESCRIPTION OF WORK:

The project includes a two phased interior renovation of 31,600 square feet with selective new exterior work areas totaling 4800 square feet.

BID BASIS: Bids will be submitted as one package. Bids will be based on general construction on a stipulated sum basis and each will include all architectural, structural, mechanical, and electrical work as indicated in the contract documents.

RECEIPT OF BIDS:

Sealed bids will be received at the Washington-Centerville Public Library Board of Trustees owner's address listed above. Address bids to the attention of the Fiscal Officer. Bids shall be received on **Wednesday, February 12, at 12:00 p.m.** There will be a public reading. Bids received after the deadline will not be considered.

Any bidder may withdraw his bid prior to bid receipt time. Bids will not be returned after bid receipt time and bids shall be held binding for **thirty (30) days** or until award of contract within that time. Bids received after bid receipt time will not be opened or considered.

DOCUMENTS:

Printed Procurement and Contracting Documents: Documents will be available to all contractors for download from the Architect's FTP site. A separate email with access instructions and credentials will be provided. For access, contact Andrea Kemp by email at akemp@lwcinspires.com.

1. Documents will be available by Monday, January 20, 2025 at 12:00pm local time.
2. Contractors may Copy and download PDF copies of Drawings and Specifications for their use.
3. Contractors may arrange for printed, hard copies with the printer of their choice, at Contractor expense.

CAVEAT:

Contract Documents require all Bidders to examine and base their bids on all information in the Contract Documents. Those purchasing individual sheets of Drawings are assumed to also have purchased or have thoroughly reviewed a full set of Documents and Addenda at one of the available sources.

CONSTRUCTION PERIOD:

Construction will start on or about March 3, 2025 with substantial completion on June 2026.

LICENSE:

All bidders must be licensed by the State County and/or by the City, if required by Law, in the area of the building location.

RIGHT OF OWNER:

Washington-Centerville Public Library reserves the right to reject any or all Bids and to reject a Bid not accompanied by the required bid security or by other data required by the Bidding Documents, or to reject a Bid which is in any way incomplete or irregular. Washington-Centerville Public Library shall have the right to accept Alternates in any order or combination, or accept on the basis of the Base Bid alone, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

PERFORMANCE BOND

The successful Bidder for this Contract shall be required to furnish a Performance Bond in the amount of one hundred percent (100%) of the entire proposal to be furnished for the faithful performance of the Contract.

If bonds signed by personal or individual surety are offered each surety must make affidavit that his is a free holder in Montgomery County, Ohio and is financially worth over and above all debts or other obligation, an amount not less than the amount of the bond which will be required for the Contract pursuant thereto.

EMPLOYMENT

Bidders shall comply with all applicable State, Federal and Local rules regulations and statutes relative to minority hiring and employment practices.

PREVAILING WAGE

This project is a prevailing wage project with certified payroll required. These payroll reports are to be submitted electronically with each monthly pay application.

LABOR STANDARDS – EEO & BWC Drug Workplace

All suppliers and trade contractors employed on this project are required to implement an Equal Employment Opportunity Program within their organization. Proper steps should be taken to establish non-discrimination because of race, color, age, creed, sex or national origin. The President's Executive Order #11246 and modifications thereto, as well as other existing Federal and State legislation on Equal Employment Opportunities will be adhered to in the carrying out of the contract. Bidders for public contracts must submit an EEO certificate and proof of enrollment in the BWC Drug Free Workplace Program. These items will be asked for during the post bid interview process.

TAXES

Owner is tax exempt.

QUESTIONS

Submit all questions about Documents to LWC, Incorporated in writing to the attention of Lucas Lantz, by email at llantz@lwcinspires.com. Replies will be submitted to all Prime Bidders in writing. Such written clarification shall be considered Addenda and also shall become part of the Contract. Washington-Centerville Public Library or LWC, Inc. will not be responsible for oral clarification. Questions received less than 24 hours before Bid Opening cannot be answered.

PRE-BID MEETING & WALK AROUND:

A Pre-Bid Meeting will be conducted at the site on **Thursday, January 23, 2025 at 8:30am** to allow bidders to review the project scope and examine existing conditions. A subsequent walk around will be held **Tuesday, January 28, 2025 at 8:30am** for greater investigation of existing conditions. The Design team will be available for questions at that time. General contractors may bring representatives or sub-contractor from each of major divisions of work. Attendance by the General Contractor is non-mandatory. Sub-contractor attendance is optional.

b. Resolution No. 025-001: Authorization for Fiscal Officer to Open Bids

Mr. Monteith stated that this resolution is required if the Board wishes for the sealed bids to be opened and read immediately upon the expiration of the filing time. According to the legal advertisement previously approved, the bids are to be opened on Wednesday, February 12, 2025 at 12:00 p.m.

Mr. Bowling moved for the approval of Resolution No. 025-001, authorizing the Fiscal Officer to open and read the bids at the time the advertisement expires. Mr. Nunna seconded the motion

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mr. Falkner	<u>Absent</u>		

The resolution is approved

c. Resolution No. 025-002: Approval of changes to Authorized Signatories

Mr. Monteith stated that this resolution was being requested to allow us to make the necessary changes to the Master Services Agreement, Authorized Signers and Treasury Management signers.

Mr. Nunna moved for the adoption of Resolution No. 025-002. Mr. Bowling seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mr. Falkner	<u>Absent</u>		

The resolution is approved

d. Resolution No. 025-003: Approval of Then & Now Certificates

Mr. Monteith explained that there were two more Then & Now Certificates this month. The first one related to the billing for the janitorial services for each building. The

purchase order was opened later than planned, and therefore the invoice was dated before the purchase order.

On the other requested certificate, Mr. Monteith stated that we had opened a purchase order late last year for this item. However, we ended up closing it because we thought that the work would not be performed. We did not know that the work had already been performed.

Mr. Bowling moved for the approval of Resolution No. 025-003, approval of Then & Now Certificates. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mr. Falkner	<u>Absent</u>		

The resolution is approved.

e. Appropriation Transfer

Mr. Monteith presented the appropriation transfer as outlined in the board packet. This transfer is being requested as the legal advertisement is more expensive than we had planned due to the size. Based on the information in the cost estimates, we thought that the advertisement would be about \$1,200. However, the advertisement ended up costing \$2,880.

Mr. Bowling moved to approve the transfer, Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

OTHER ITEMS

Mrs. Herrick presented the Board Committees appointments for 2025.

Executive: Herrick (Chair), Bowling, Suttman

Finance: Suttman (Chair), Bowling, Herrick

Personnel: Bowling (Chair), Falkner, Denison

Foundation: Cline (Chair), Suttman (Co-Chair), Denison

Nominating: Cline (Chair), Suttman, Falkner

Trustee Interview: Cline (Chair), Falkner, Nunna

Long Range Facilities: Nunna (Chair), Herrick, Bowling

Negotiating: Denison

ADJOURNMENT

Mr. Nunna moved to adjourn the meeting at 8:15 P.M. Mrs. Denison seconded the motion.

The vote was: **Yes:** 5; **No:** 0; **Abstain:** 0

The motion to adjourn is approved.

President

Fiscal Officer