

**Nippersink Public Library District
Special Board of Trustees Meeting
June 27, 2016**

CALL TO ORDER

The Special Meeting of the Nippersink Public Library District Board of Trustees at the Nippersink Library, 5418 Hill Road, Richmond, Illinois, was called to order at 7:00 PM by President Sandra Peterson.

PRESENT

Trustees Adrienne Adams, Michelle Carter, Robert Johnston, Michelle Jordan, Sandra Peterson, Susan Sucher and Library Director Cynthia Cole were present. Trustee Jennifer Brunswick was absent.

RECOGNITION OF SECRETARY

Michelle Jordan was recognized as Secretary. Director Cole volunteered to act as Recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE – Shaun Kelly of Engberg Anderson was present.

NEW BUSINESS

A. Approve Release of Bid Package for Parking Lot Improvement Project – Presentation by Shaun Kelly of Engberg Anderson

Shaun reviewed drawings of the parking lot and discussed the various elements of the project including the asphalt removal and repair, upgrade of the handicap spaces to meet code requirements and lighting needs and requirements. He also discussed the upgrade to the canopy lights on the building exterior as an add-on to the project, meaning that it will be included in the bid package, but we can choose not to proceed with that element.

The total estimate for the project came in at \$117,454, not including the canopy lights. While estimates are always calculated at the high end, Shaun advised that this is a relatively small project by industry standards and therefore, we will pay somewhat of a premium. Shaun further advised that we should expect the parking lot to last 15-20 years which is the IDOT Standard for a parking lot with primarily passenger vehicle use. Shaun did recommend we consider removing the recycling containers permanently as they are accelerating the damage in that corner of the lot.

Shaun also reviewed the project schedule. The Advertisement for Bids will be published no later than July 1 and the Bid Opening will be scheduled for Tuesday, August 2 at 2:00 PM. This timeline is in compliance with the minimum 30-day bid notice as required by law. Shaun will attend the August 9 meeting to review the bids and we will make a decision on how we wish to proceed. Assuming we choose to move ahead, this timeline would allow the project to be scheduled over a course of approximately five days to be completed during the month of September, but no later than October 14.

MOTION was made by Trustee Carter, seconded by Trustee Adams, to approve the release of the Bid Package for the Parking Lot Improvement Project.

**Roll Call Vote: Ayes: Adams, Carter, Johnston, Jordan, Peterson, Sucher
 Nays: None**

MOTION CARRIED

B. Approve Removal of all Non-Library Recycling Containers from the Parking Lot

Discussion ensued regarding the recommendation to remove all non-library recycling containers from the Parking Lot. While it was agreed the containers are a convenience to the public, the monetary cost of the deterioration caused by the truck traffic does not offset the public service. Director Cole advised she would contact the recycling company and the PTO regarding any decision that was made.

MOTION was made by Trustee Carter, seconded by Trustee Sucher, to approve the removal all Non-Library Recycling Containers from the Parking Lot.

Voice Vote: All in Favor

MOTION CARRIED

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:43 PM.

Respectfully submitted by Cynthia Cole,

Michelle Jordan, Secretary