**South New Berlin Free Library**

Teleconference Meeting

March 26, 2020

**Attending Board members:**

 Marcia Hoag, Ann Mein, John Lorence, Tom Bryden, George Clum, Elaine Clum

**Absent Board member:**

 Tammy Osborne

**Attending Staff members:**

 Robin Avolio, Michelle Abrams

**Attending guest:**

 Diane Jaramillo, Architect

**Public attendees:**

 Lynn Macumber

Meeting was called to order at 6:35 pm.

**Engineer proposals:**

 There was discussion about the two engineers’ proposals for MEP and Structural: $10,925 for MEP and $5,060 for Structural. George Clum made a motion to approve the two proposals for MEP and Structural at the prices listed above, Time and Materials and Not to Exceed. Motion seconded by Elaine Clum. John Lorence abstained from voting due to knowing the engineers. Individual votes were taken. All approved, motion carried. When Diana Jaramillo joined the meeting, she reported that she had negotiated a reduction of $700 for the MEP proposal, thereby reducing cost to $10,120. The cost of $5,060 remains the same. Tom Bryden made a motion to approve the proposals (Time and Materials and Not to Exceed) and pay 30% deposit per the proposal terms. George seconded motion, John again abstained from voting. Individual votes were taken, all approved, motion carried.

**Survey with Contour Lines:**

 Quote for the survey was $1,000. Elaine asked for the proposal to be corrected. Proposal reads New Berlin Library. Diana responded she would correct it to read South New Berlin Library. John made a motion to approve the survey proposal (Time and Materials and Not to Exceed) for $1,000. George seconded motion, Individual votes were taken, all in favor, motion carried.

**Hazardous Materials Testing:**

 Discussion was had regarding hiring Delta Engineers to perform the hazardous materials testing required by Kin Studio. A quote will be obtained from Delta. George made a motion to approve Delta Engineers for this testing, not to exceed $2,000. Elaine seconded motion, individual votes taken, all approved, motion carried.

**Director’s Report:**

Robin Avolio spoke about changing the sign on the Library to read “closed until further notice” rather than the date we had originally designated. She also said Nancy and Michelle are taking part in some professional development, including Intro to Word, Workflows, etc. They are considering participating in some GoToMeetings webinars as well

The Board will make every effort to have drawings done and any other required information gathered to have completed before the May 12 date when Codes will be changing regulation.

John Lorence made a motion to adjourn, seconded by George. Individual votes were taken, all approved, motion carried. Meeting adjourned at 7:10 pm.

Submitted:

Ann Mein