

UNAPPROVED  
MINUTES OF THE MEETING  
OF THE  
MEAD PUBLIC LIBRARY BOARD  
FINANCE COMMITTEE  
January 25, 2011

The meeting of the Mead Public Library Board Finance Committee was held on Tuesday, January 25, 2011 in the Public Conference Room. Present Committee Members: Mr. Nelson, presiding; Mrs. Johnson, Ald. Montemayor, and Ms. Quinn. Present Staff Members: Ms. Kallas, Ms. Winkle, and Mr. Zehfus. Others Present: Bernard Rammer, City Purchasing Agent.

1. & 2. Mr. Nelson called the meeting of the Finance Committee to order at 11:30 a.m. and determined there was a quorum present.

3. Mrs. Johnson **moved** to approve the minutes of the Finance Committee meeting of December 3, 2010. Ald. Montemayor **seconded** the motion. The motion **passed**, 4 – 0.

4. & 5. Mr. Nelson began review and possible action on the tabulation of bids for the HVAC Phase One project. Mr. Bernard Rammer distributed the bid tabulation for upgrading the HVAC mechanicals for the summer cooling season. The project would install a high efficiency summer boiler, replace older air handling equipment with variable speed drives and digital controllers and upgrade some of the building's thermostats with DDC technology. Plans for Phase Two of the project, replacing the chiller, are not specified or funded at this time. There were three bids. The low bid of \$122,490.00 is from Schaus Roofing & Mechanical, Inc. The Committee discussed the project. Ald. Montemayor **moved** to accept the bid tabulation and recommend to the Board that it contract with Schaus Mechanical for the Phase One work to be completed prior to the 2011 cooling season. **Seconded** by Ms. Quinn. The motion **passed**, 4 – 0.

Mr. Rammer departed at this time.

6. Ms. Winkle reported on the letter sent to Mayor Ryan by Wendy Schobert and introduced to Common Council for referral to the Library Board. Due to staff error, Ms. Schobert received a collection notice from Unique Management Services for a library item that she had returned after receiving an invoice for it. Ms. Kallas distributed the letter she had sent Ms. Schobert reporting the resolution of the problem. Ms. Kallas then distributed a packet of notification and recovery documents used by Mead Public Library (MPL) and by Unique Management Services on behalf of the library. She presented a review of the library's materials recovery policies, procedures and processes. Ms. Kallas reported that current return procedures would likely have prevented the problem with the Schobert account from occurring. She stressed that customers with questions about outstanding items or fees should contact Mead Public Library directly so staff can work with the customer. The Committee

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discussed the materials recovery procedures and documents. By **consensus** the Committee found that the materials recovery policies and processes need no revision at this time.

7. Mr. Nelson confirmed that he will report Committee actions and recommendations to the Board at its meeting of January 27.

8. The next meeting will be as needed.

9. Ald. Montemayor **moved** to adjourn the meeting. Ms. Quinn **seconded** the motion. The motion **passed**, 4 – 0. Mr. Nelson adjourned the meeting at 12:08 p.m.

*Recorded by Sharon Winkle, Library Director*