

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance & Properties Committee Meeting Minutes

September 18, 2012

CALL TO ORDER:

Mike Deatherage, Acting Chair, called the meeting to order at 4:33 p.m. Members present: Garry Davis, Mary Gendry and Jim Alpi. Staff present: Lee Ann Fisher, City Librarian, Robert Edwards, Assistant City Librarian.

AGENDA:

Motion made by Mr. Alpi to accept the agenda as amended, seconded by Mr. Davis

MINUTES:

Motion made by Mr. Davis to accept the minutes as amended, seconded by Mr. Alpi.

FINANCIAL REPORTS:

Mr. Deatherage asked if there were any questions about the check register. Mr. Deatherage asked if there were questions about the budget. Ms. Fisher explained the costs for MIS services from the City. Mrs. Gentry asked about copy machines in the library. Ms. Fisher explained the copy machines belonged to the Friends of the Library.

OLD BUSINESS:

Mr. Alpi asked about the RPQ process. Mr. Edwards discussed the scoring of the submitted RFQs and the short list. Ms. Fisher suggested the process of possibly creating an even shorter list. Mr. Deatherage stated that he had some concerns about the selection of the groups. Mr. Alpi stated that all the groups were probably qualified; the challenge was to find the best fit for the library. Mr. Alpi asked Mr. Edwards if he could supply the committee with the past score sheet. Mr. Edwards presented the vendor score sheet from the previous meeting. Mr. Deatherage mentioned that he was open to suggestions for creating the final list. Mr. Davis asked Mr. Alpi what was his suggestion for organizing the evaluation process. Mr. Alpi mentioned that since the scoring was close, if the committee were going to consider 4 vendors, maybe they should consider 5 vendors, especially since the fifth vendor was a local vendor. Mr. Alpi mentioned that the presentations could be limited a bit more to accommodate the addition. Mr. Davis mentioned that the presentations should take about 3 hours. Mr. Deatherage asked if there would be discussion afterwards. Ms. Fisher mentioned that the discussion could be done at the Thursday Board meeting. Mr. Deatherage mentioned that he didn't have a problem with adding the additional vendor. Mrs. Crookshank asked if the vendors had expressed possible costs. Mr. Alpi explained that the costs should be discussed last to ensure that the best fit for the library was

chosen. Mr. Deatherage asked if the vendor costs would be a percentage of the project. Mr. Alpi mentioned that they probably would not do that. Mr. Alpi mentioned that the any company selected would be qualified to do a needs assessment. Mr. Alpi discussed scope, pricing guidelines and selection. He mentioned that documentation would need to state, not to exceed, fixed fees and fixed costs would need to be negotiated and scope of services would need to be defined. Mrs. Gendry asked how the Board would come to a decision about which vendor to choose. Mr. Deatherage asked if they needed a checklist. Mr. Alpi mentioned that they could use a list matrix. Mr. Deatherage asked for blank copies RFQ selection evaluation sheets. Ms. Fisher mentioned that 20 minutes for presentations should be enough, with questions afterwards. She mentioned that in her job interview sessions she asked the same questions to all applicants. Mr. Davis mentioned that Mr. Alpi would be the natural selection to ask the questions, due to his experience in the field. Mr. Alpi stated that he would be willing; he added that questions brought up after the presentations could be sent to the vendors, possibly by email.

Mr. Alpi asked if there had been any further word on the bookmobiles. Mr. Edwards mentioned that he was still waiting to hear back from Heartland Fresh2U.

Mr. Deatherage asked about the concrete. Mr. Alpi and Mr. Deatherage both thought that the lip of concrete should come out and the section be redone.

Ms. Fisher mentioned that IHLS had expressed renewed interest in the renting space from the library.

Mr. Deatherage asked if possibly there could be an updated organizational chart presented at the next meeting.

Ms. Fisher discussed the previous disturbances that the library had encountered in the parking lot. She mentioned that she had contacted the Sheriff Thom Schneider and District #61 Superintendent Gloria Davis at the District #61 office. She mentioned that the Sherriff had returned her call, but she had not heard from Gloria Davis.

NEW BUSINESS

Ms. Fisher explained the recent issues with the roof. She mentioned that the roof needed to be dry in order to get an estimate.

ADJOURNMENT:

Motion by Mrs. Gendry, seconded by Mr. Davis
The meeting adjourned at 5:47 p.m.

Respectfully submitted,
Robert Edwards
Assistant City Librarian

Approved 10/16/2012