

HARVARD CITY LIBRARY BOARD MINUTES

December 15, 2022

Call to Order: The meeting was called to order at 7:01 PM by President Ann Almgren. Also present were board members Lisa Haderlein, Kelly Wood, Trent Bruha, Heather Kriete, Cindy Reese, Michelle Faler, and Library Director Karen Sutera.

Review and Approval of Bills: The bills for December 2022 were presented by Karen Sutera. A total of \$4,987.43 was owed to Premistar, which was formerly known as Northern Mechanical. \$3,745.14 of this total was paid to reinsulate and jacket suction lines, and \$1,242.29 was for water pump repair parts. The December bills totaling \$8,516.57 were approved for payment on a motion by Cindy Reese, which was seconded by Heather Kriete. Motion carried.

Citizens Comments: None

Librarian's Report: Karen Sutera presented the librarian's report for December 2022. The construction schedule for the library's renovations was being finalized. The anticipated start date of the project is February 1, 2023. The library will be closed to the public for the entire month of February. As of the date of the December board meeting, there has been no update on the MOU, which was sent to the City. The library is accepting donations of mittens, hats, and scarves at the circulation desk. These donations will be available to those who need them in the Library's Little Free Pantry. The Friends of the Library are planning a "Winter Wonderland" Festival/Fundraiser that will take place on Sunday, January 29 at the library from 1 PM to 3 PM.

New Business:

Capital Project Contracts, Orbis Construction: The board reviewed the A101 Standard Form of Agreement between Owner and Contractor and A201 General Conditions of the Contract for Construction from Orbis Construction. The contract is between the Library and the Contractor directly and not the Architect. The word "Architect" was removed from the contract and replaced with either "Contractor" or "Owner" where appropriate. The contracts from Orbis Construction for the library's renovations were approved as presented on a motion by Lisa Haderlein, which was seconded by Kelly Wood. Motion Carried.

Architect Proposal, StudioGC: The board reviewed the proposal for architectural services from StudioGC. Since the library is not directly dealing with the architect, their fee decreased to 5% of the total construction cost, which equals \$9,000.00. Lisa Haderlein made a motion to approve the Architectural Service Proposal as presented, which was seconded by Trent Bruha. Motion carried.

With no further business to discuss, the meeting was adjourned at 7:44 PM via a motion by Lisa Haderlein that was seconded by Kelly Wood and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary