

Board of Trustees of the Upper Sandusky Community Library

Minutes

February 9, 2023

The Upper Sandusky Community Library Board of Trustees convened on Thursday, February 9, at 12:00 p.m. in the Library Board Room with the following members present: Ms. Jenny Romich, Ms. Amy Aldridge-Ritchey, Ms. Dianne Grafmiller, Mr. Todd Leightey, Mr. Brian Kimmel and Ms. Ann Kemerley. Ms. Laurie Scheck was absent. Director Kathleen Whitt and Brian Hemminger of the *Daily Chief-Union* were also present.

President Jenny Romich asked for public comments. Hearing none, Ms. Romich asked if there were corrections or additions to the distributed minutes of the January meeting. Hearing none, Ms. Romich declared that the minutes stand as distributed.

Next on the agenda was a motion to ratify the payment of the bills. Ms. Romich asked if there were any questions about the bills. Hearing none, the motion was made and seconded to ratify the payment of bills; in a roll call vote, all present approved the bills.

Under old business, a Notice to Bidders for the elevator upgrade project was published on January 18 and 25 in the *Daily Chief-Union* as well as online construction plan rooms. Sealed bids were received on February 6. Project manager Eric Trout of Peterman Associates gave the following recommendation:

“Based on our review, we recommend awarding to the lowest bid of \$148,600.00 submitted by Davis & Newcomer Elevator Co., Inc. Our recommendation is based on that fact that Davis & Newcomer was the only bidder and submitted the appropriate bonding documents. Further, the bid submitted was under the Architect’s Estimate +10% of \$159,500.00.

“Our recommendation is also based on the contractor’s familiarity with your existing elevator and the Certified Search for Unresolved Findings for Recovery database provided by the Ohio Auditor’s website in which no results/issues were found with the bidder.”

There was discussion over the timing of the project, as the representatives of Davis and Newcomer indicated that it would not be possible to get the required materials in time to complete work before the Summer Reading Program begins in June. Once the project begins, the elevator will be out of service for about five weeks. The Friends of the Library Book Sale in August also must be considered. It was moved and seconded to accept the bid from Davis and Newcomer and to have Peterman Associates draft the contract, subject to review by the Wyandot County Prosecutor; in a roll call vote, all present approved the motion. The text of the Notice to Bidders is attached to these minutes.

Under new business, Ms. Whitt requested authorization to close the library at 6:00 p.m. on Thursday, February 16, for an all-staff in-service training. All present approved the request.

The Board next considered whether to put the renewal for the current tax levy on the November ballot. The levy expires at the end of 2024, but is eligible to be put on the ballot a year in advance. Ms. Whitt stated that the first step in the process is for the Board to adopt a

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Resolution Requesting the Wyandot County Auditor to Certify the Total Current Tax Valuation of the Library District of the Upper Sandusky Community Library. Adoption requires a two-thirds majority of the Board. Mr. Kimmel introduced the Resolution and moved its passage. Ms. Romich seconded the motion. In a roll call vote, all present approved the motion.

In the Director's Report, Ms. Whitt reported that:

1. Our adult "Cabin Fever Reliever" winter reading program ran from January 3 to February 3. Participants received a scratch-off ticket for an opportunity to win a prize, as well as an entry in the grand prize drawing each time they checked out books. The grand prize drawing was a Night on the Town, including a gift card for dinner at Don Tomaso's and two tickets to the Star Theatre's production of M*A*S*H. We had over forty participants in the program this year.
2. On Saturday, January 21, ten teams competed to assemble a 500-piece jigsaw puzzle in two hours. The winning team, Margot Lemons and Kristen Lichtle, finished in just 66 minutes. So many people wanted to sign up for this contest that we have scheduled a second event for February 25, when those on January's wait list will have their chance to compete.
3. Participants in February's STEAMpunks meeting will make puppets using author/illustrator Mo Willems' characters as inspiration, and then make a puppet production. Also, to celebrate Willems' February 11 birthday, we have a month-long "Where Did Mo Go" hunt. Children search the library for a cutout of Mo and all of their favorite characters to win a valentine prize.
4. February's downtown Storywalk features Too Many Valentines written by Margaret McNamara and illustrated by Mike Gordon. "Everyone at Robin Hill School is looking forward to Valentine's Day. Everyone except Neil. He thinks valentines are silly. But on the big day, when Neil doesn't get any valentines at school, he's not sure they're so silly after all!"
5. February adult programs include a presentation by Sweet Seasons candy store's Colleen Clark on the 6th, a paint party with Lisa Andres on the 9th, and a card-making workshop with Joy Wilson on the 13th, as well as an informational session by Alzheimer's Association on the 23rd.
6. We are inviting local artists to share their work with the community at the library to celebrate Makers' Month in March. Items will be received February 13th-25th, and on display March 1st-25th.
7. The process for our elevator upgrade is under way. The bid notice was published in the Daily Chief-Union and online on January 18 and 25. We had a pre-bid meeting for prospective contractors on January 26 and received sealed bids at a public meeting on February 6. Project manager Eric Trout of Peterman Associates will give his evaluation and recommendation before the Board meeting on February 9.
8. The Ohio Department of Taxation (ODT) posted the January 2023 Public Library Fund (PLF) distribution of \$40,887,888 – which is \$853,889 (or – 2.05%) below ODT's original estimate that was issued in July 2022; and \$28,410 (or + 0.07%) more than ODT's updated estimate issued in December 2022. According to the Office of Budget and Management (OBM), overall state tax receipts for the month of December came in

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about \$32 million above estimates. So far, State Fiscal Year 2023 tax collections are up \$510.3 million (or + 3.8%) above estimates.

9. OBM Director Kim Murnieks believes Ohio is in a strong position headed into the next biennium, but has indicated the administration is taking a cautious and conservative approach given economic uncertainty. She stated the following in an interview with reporters last week: “We’re still seeing a lot of economic uncertainty nationally, internationally, most economists are projecting a national recession sometime in the upcoming biennium, and as we work with the economic forecasts that underpin our budget forecasts, those are things that we are taking into account.”

10. Memorial/Honor/Donations:

In memory of:

Norman Campbell

Ann Schuster

Donor(s):

Caroline Campbell

Rachel & Jason Gillespie

There were no Items Not on the Agenda.

Ms. Romich asked whether there were any additional items for discussion. Hearing none, the motion was made and seconded to adjourn; the meeting was adjourned at 12:32 p.m.

President

Secretary

NOTICE TO BIDDERS

Upper Sandusky Community Library – 2023 Existing Elevator Upgrade

Sealed bids for **2023 Existing Elevator Upgrade** will be received by the Upper Sandusky Community Library, at 301 North Sandusky Avenue, Upper Sandusky, Ohio 43351 until **11:00 am (local time) on Monday, February 6, 2023** at which time and place they will be publicly opened and read aloud.

Base Bid:

Upgrading the Community Library's Existing Elevator

The Architect's opinion of probable construction cost for Base Bid is: \$145,000.00

Electronic copies of the specifications and contract documents may be obtained from Peterman Associates, Inc. Questions shall be directed to Peterman Associates by phone at (419) 422-6672, fax at (419) 422-9466, or by email at petermansw@aol.com.

A **Mandatory Pre-Bid Meeting** will be on-site at the Upper Sandusky Community Library, at 301 North Sandusky Avenue, Upper Sandusky, Ohio 43351 at **11:00 am on Thursday, January 26, 2023**.

Should a Bidder find any discrepancies in or omissions from any of the documents, or be in doubt as to their meaning, he shall advise the Architect in writing, who will issue necessary addenda or revised drawings as may be appropriate. **All questions will need to be received by Peterman Associates, Inc. by the end of the business day on Tuesday, January 31 due to the three (3) business days before the date of which bids are due.**

Successful Bidder must be an Equal Employment Opportunity Employer, which prohibits discrimination based on race, creed, color, national origin, sex, age, handicap, political affiliation, or beliefs. The Upper Sandusky Community Library is an Equal Employment Opportunity Employer.

Proposals must be submitted on the form furnished by the Architect and must contain the name of every person, firm or corporation interested therein. Bids shall be sealed and marked as **"2023 Existing Elevator Upgrade"** and mailed or delivered to the Upper Sandusky Community Library.

Bidders are required to file with their bid a bid security in the amount 10 percent of the bid or a certified check, a cashier's check or a letter of credit pursuant to Chapter 1305 of the Ohio Revised Code in the amount of 10% of the bid.

The proposal bond or certified check submitted with the bid will be held as a guarantee that if the proposal is accepted, a contract will be entered into. Proposal bonds and certified checks will be returned to all Bidders after the contract has been entered into and secured by a performance bond of 100% of the contract with a satisfactory surety for the faithful performance of the work.

The successful Bidder will be required to execute an affidavit relative to delinquent personal property taxes pursuant to the provisions of Section 5719.042 of the Ohio Revised Code prior to entering into a contract with the library.

Bidders must comply with the prevailing wage rates on Public Improvements in Wyandot County and the City of Upper Sandusky, Ohio as determined by the Ohio Department of Commerce, Bureau of Wage and Hour Administration, 614.644.2239

No Bidder may withdraw his bid within 60 days after the actual date of the bid opening.

The Upper Sandusky Community Library is a tax-exempt political subdivision of Wyandot County. For forms pertinent to the project contact the Library's Director.

The Upper Sandusky Community Library intends to accept the lowest responsible bid for the project but reserves the right to reject any and all, or parts of any or all bids and to waive any minor informalities in any bid, or to make the award in the best interest of the Library.

Upper Sandusky Community Library, Upper Sandusky, Ohio

Advertise:

Wednesday, January 18, 2023

Wednesday, January 25, 2023