

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
February 24, 2009

1. The meeting was called to order by Vice President Heasley at 7:00 PM.
2. Roll call: Linda Driscoll, Ron Flaspohler, Robert Heasley, Richard Holcomb, Susan Sonnevil. Absent (excused) Paul Banner, Stephanie Grathwol
3. Acknowledgement of guests: Adam Doublestein of Byce & Associates
4. Reading and approval of minutes. Motion to approve the minutes was made by Ron Flaspohler with support from Linda Driscoll. Motion carried.
5. The monthly financial report was accepted and bills presented for payment were approved on a motion by Linda Driscoll, support by Richard Holcomb. Motion carried.

The transfer to line 9790 to cover the cost of Byce & Associates was held until Teresa confirms with Jeff Rood (Siegfried Crandall PC) the proper way to transfer funds from our Wachovia account into the budget.

6. There was no public comment.
7. Monthly Director's Report: Teresa presented the report.
8. The monthly statistical report was presented. Teresa believes that our statistics are now correct.
9. Communications: Teresa presented notes received from Mayor Heasley and City Manager Durham, thanking the library for hosting the River Reach Project Open House.
10. There were no committee reports.

Unfinished Business

11. HVAC Project

Adam Doublestein, P.E. of Byce & Associates presented the Post Bid Review and the proposed contract. CL Mahoney was the low bidder, and was further recommended by Teresa and Rob Heasley as the bidder who took the most time

to inspect the building and who presented the most complete plan. Adam noted that while a decision on the type of control system we will use has yet to be made, the Board need not wait to select a contractor. Any changes made to the proposed control system would lower, not increase, the current bid.

Motion made by Rick Holcomb, with support from Ron Flaspohler, to accept the contract with CL Mahoney, cost not to exceed \$183,154. VP Heasley asked for a roll call vote: Sonnevil: Aye; Holcomb: Aye; Driscoll: Aye; Flaspohler: Aye, Heasley: Aye. Banner and Grathwol absent. No abstentions. Motion carried.

Adam will send a Letter of Intent immediately to CL Mahoney so that they may begin ordering equipment. He will produce a clean copy of the contract for inspection in a few days, which will be approved and signed by a Board Officer and the Director.

#### 12. Policy Review – Materials Selection Policy, 3rd Reading

Teresa reported that no libraries limit access to their Request for Reconsideration form to district residents only. Teresa noted that since the form requires the complainant to include his address, we will know whether or not he lives within our district. Teresa changed the word “Patron” to “Anyone” at the beginning of the third paragraph of our form. She made no other changes to the policy as presented last month. Motion to approve the revised Materials Selection Policy was made by Rick Holcomb with support from Ron Flaspohler. Motion carried.

#### New Business

#### 13. Jeff Rood (Siegfried Crandall) to discuss audit.

Since we have not received our final audit document, this matter was tabled until next month. Teresa will notify the trustees when the audit is available for review, to allow them time to study the document before the next meeting. She anticipates that it should arrive in a week or so.

The meeting was adjourned at 8:08 PM.

Respectfully submitted,

Teresa Stannard, Library Director