



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

MINUTES
Auditorium
October 16, 2023
4:00 p.m.

Present: Adam Warwas Terry Matney Nancy Cook
David Gratner Linda Brock Linda Shore

Absent: Ramona Hacker

Others Present: Winnie Logan Samantha Neal Brenda Martinez
Joyce Winchester Kevin McCurdy Travis Weik
Steve Murphy

AGENDA

A motion was made by Nancy Cook and seconded by Linda Brock for the approval of the agenda for the October 16, 2023 meeting. Motion carried.

BUILDING RENOVATION PROJECT: AWARD CONSTRUCTION BIDS

Our architect, Kevin McCurdy reviewed the Letter of Findings provided to the library board following the post-bid interviews conducted with all four contractors. The letter and attachments from the post-bid process for each bidder are included with the minutes.

Our attorney, Steve Murphy, discussed with the Board the process of analysis in awarding bids. He stated that the Board is obligated by Indiana law to award the contract to the lowest responsive and responsible bidder, and that the architect has conducted his due diligence on the bidder and will elaborate on his findings and conclusions. In order not to award to the lowest bidder, the Board must find that the bidder is not responsive or responsible.

Kevin reported that extensive interviews were held with each contractor in which they were asked the same questions covering the history of the company and the status of their recent projects, their confidence in their bid, their team which would be assigned to this project, their plans for project management, information regarding their subcontractors and project-specific questions regarding phasing, scheduling and the bid alternates.

Each contractor was asked to provide a list of references regarding their past work. All references for three contractors were positive, but two of the responses from Thor Construction clients were highly negative, highlighting issues with project closeout, maintaining a satisfactory project schedule, and management issues on these projects. There were also negative comments about Thor's staffing, with references to persons occupying positions that they were not qualified to occupy. Kevin is also aware of other Thor projects that were significantly behind schedule.

Winnie was asked about the effect of any delays on our project and she responded by saying it would be very detrimental to the community as the project has already been delayed by the necessity to re-bid the project and the community has the expectation of having the project completed as soon as possible.

Kevin noted that another concern is the requirement for a general contractor to self-complete at least 15% of the overall project. When asked during the interview how much of the work Thor Construction would do, the answer was 10%.

With respect to the other bidders, Kevin's investigation revealed that their bids were responsive and responsible. Comments from references were all positive. His recommendation, after finalizing his investigation, is that Thor's bid is not responsible. After discussion, the Board, upon motion made by Nancy Cook and seconded by Nancy Shore, is that Thor's bid is deemed not responsible and should be rejected, and that the bid of the second low bidder, Mattcon General Contractors is accepted as the lowest responsive and responsible bid. The motion passed unanimously.

MINUTES

A motion was made by Linda Shore and seconded by Linda Brock for the approval of the minutes of the September 18, 2023 meeting. Motion carried.

FINANCIAL REPORT

Register of Claims: October Warrants #129803-129865 were reviewed and signed for approval. Brenda reviewed the monthly financial reports. Brenda reviewed the Encumbered Report and reported that 2023 expenditures are currently at 63.8% spent. A motion was made by Adam Warwas and seconded by Linda Shore for the approval of the financial reports. Motion carried.

DIRECTOR'S REPORT

Director Winnie Logan announced a new initiative by Evergreen Indiana Consortium. The Evergreen Indiana Executive Committee recently approved moving forward with deploying the Aspen Discovery Service, which allows an integrated search across Evergreen, Overdrive, Hoopla, and other online resources. The cost for the new discovery service will be covered by Evergreen Indiana member fees for the entire consortium.

Winnie reported on the ongoing issues with the InfoExpress delivery service. The library has not received a delivery since August. The State Library said the issue would be resolved by October 1, however, the library still has not received any deliveries. All interlibrary lending has been paused at least through the

end of October again to allow the vendor to catch up with the huge amount of materials being moved throughout the State.

Winnie gave notice that two board members have terms which expire at the end of this year: Terry Matney – appointed by BRV School Board; Linda Shore – appointed by NC School Board. Winnie will notify the appointing authorities if the board members are willing to serve an additional term.

Winnie reported that the library received a \$400 donation from Friends of the Library for Staff Recognition, and \$25.26 in black box donations.

Winnie concluded her report by reviewing September library usage statistics noting that the library issued 144 new cards and 1,359 patrons checked out items during the month of September. The library has also had 388 attendees at the live programs and 265 people attended various outreach programs in the community.

FRIENDS OF THE LIBRARY REPORT

Joyce Winchester, Friends’ President, reported that the Friends brought in \$500 at the October Book Sale. The Friends are currently working on refilling the shop and getting ready to put out the Christmas material.

OLD BUSINESS

Winnie Logan gave a brief review of the proposed 2024 budget.

Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
Rainy Day	\$200,000	\$0	0.0000
General	\$2,637,920	\$1,745,990	0.1411
Debt Service	\$843,263	\$891,484	0.0720
Library Improvement Reserve	\$41,500	\$0	0.0000

A motion was made by Adam Warwas and seconded by David Grater to adopt the 2024 budget. Motion carried.

NEW BUSINESS

Winnie noted that it is time to do employee performance appraisals. She provided forms to the board that have been used in the past for the Director’s evaluation which will need to be finished by the end of the year. The board will meet in Executive Session at 3:00 pm on November 15, 2023 to discuss Winnie’s performance evaluation.

Winnie reported that she had received the employee health insurance renewal. We received quotes from Anthem which the library has used for the past several years as well as United Health Care. Winnie recommended that we remain with Anthem. A motion was made by Linda Shore and seconded by Adam Warwas to renew the employee health insurance plans with Anthem with the library covering 75% of the premiums and contributing \$1000 paid quarterly to those employees who select the HSA option. Motion carried.

A motion was made by Nancy Cook and seconded by Linda Shore for adjournment. The meeting was adjourned at 5:20PM.

Respectfully Submitted,
Samantha Neal