

**Board of Trustees  
Monroe Free Library  
November 1, 2013**

**Minutes of SPECIAL Meeting... Called by: President S. Keltai**

**AGENDA**

- 1. Approval of portion of October 21, 2013 Minutes Concerning Selection of CMc**
- 2. Mortgage Commitment Extension**
- 3. 10/28/2013 Trustee Consensus on Financial Decisions**
- 4. 2014 Construction Grant Application - HVAC**
- 5. Asbestos Remediation Bids**
- 6. Alternate Date for November Board Meeting**

Present

S. Keltai - President  
K. Demos – Vice President  
B. Zerner – R. Secretary  
D. Harris – C. Secretary  
P. Browne – Treasurer  
C. Pakula  
H. Nozari

Absent

P. Shanley  
T. Schommer (Associate Trustee)

Also Present

M. McIntosh – Library Director  
M. Duffy – Asst. Director  
C. Bezkorowajny – Department Manager

Meeting called to order at 9:03 A.M. by President S. Keltai

#1 K. Demos started by explaining some corrections to the Minutes of October 21, 2013 under New Business.

Motion made to approve the Section of the Minutes of October 21, 2013 referencing the vote to accept Verticon to be MFL's CMc as shown in Blue Below.

Following additional detailed discussion, a motion was brought to the floor to accept Verticon as CMc for the construction of MFL's expansion project, providing their FIXED FEE DOES NOT EXCEED \$60,000, adhering to their proposal (which would not include a shared savings clause), subject to the successful (Mortgage Loan) closing with Hometown Bank.

*Motion by: P. Browne                      Seconded by: S. Keltai*  
*Ayes: 5*  
*Nays:*  
*Abstain: 2 (K. Demos, C. Pakula)*

*Motion made by: K. Demos                      Seconded by: P. Browne*  
*Ayes: 6*  
*Nays: 1 (C. Pakula)*  
*Abstain*

#2 Hometown Bank has requested an extension for the MFL mortgage closing date until December 1, 2013, as the bank has not yet received the final appraiser's report. The document has been reviewed and approved by R. Guertin.

Motion made to authorize President S. Keltai to sign the agreement (approved by our attorney, R. Guertin) for an extension for the mortgage closing date, requested by Hometown Bank.

*Motion made by: D. Harris                      Seconded by: P. Browne*  
*Ayes: Unanimous*  
*Nays:*  
*Abstain*

#3 See attached "Trustee Consensus on Financial Decisions of October 28, 2013"

Motion made to ratify the 10/28/13 Trustee Consensus on Financial Decisions.

*Motion made by: K. Demos                      Seconded by: B. Zerner*  
*Ayes: 6*  
*Nays:*  
*Abstain 1 (P. Browne)*

#4 See attached letter from S. Hoefler of RCLS to M. McIntosh, regarding his opinion that Monroe Free Library would not have to go for a Public Bid for the (unauthorized) revised 2014 Construction Grant Application – for the HVAC portion of the expansion.

Motion made to defer until MFL's Attorney R. Guertin gives us his findings.

*Motion made by: K. Demos*

*Seconded by: D. Harris*

*Ayes: Unanimous*

*Nays:*

*Abstain*

#5 With reference to the Window Replacement Project, Asbestos Remediation Bids were discussed. The two bids received were "both recommended by P. Mays".

Atlantic submitted the lower bid of \$4,850.

C & C Unlimited submitted their bid of \$6, 318.

The Board selected the lower bid.

Motion made to accept Atlantic as the contractor to remove the asbestos, and when notification is made to Atlantic, they are instructed to notify P.Moore directly, so they can coordinate the project.

*Motion made by: D. Harris*

*Seconded by: P. Browne*

*Ayes: Unanimous*

*Nays:*

*Abstain*

#6 Based on MFL's By Laws the Board Meeting of " November 11, 2013" must be rescheduled to the third Monday, or any other date as selected by our President.

Motion made to select Monday, "November 18<sup>th</sup>" as the date for the "November 2013 Board Meeting", providing we are assured a quorum. An alternate date to be selected by S. Keltai if there is no definite quorum.

*Motion made by: B. Zerner*

*Seconded by: S. Keltai*

*Ayes: Unanimous*

*Nays:*

*Abstain*

*Motion to adjourn by: K. Demos*

*Seconded by: D. harris*

*Meeting adjourned at 9:36 A.M.*

Respectfully,  
Barbara Zerner

Next regularly scheduled Board Meeting will be on Monday, November 18, 2013 at 8 PM