

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: September 12, 2012

Meeting of: August 22, 2012 SPECIAL/EMERGENCY MEETING

Announcement of Sunshine Compliance: This emergency meeting for Wednesday, August 22, 2012 commencing at 5:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Rose Lange-excused, Christine Williams, Joseph Kraemer-excused, Margaret Holbrook, Bill Craig, Michael Stewart, Pearla Johnson, Frank Bagnati, Anne Augustyn, Sandy Cale, Seth Stephens.

Guests: Kathy Biehl, Chris Coon and Ron Piccolo from Hatch Mott MacDonald.

Approval of Agenda: Motion to approve agenda made by Christine, 2nd by Peg. Approved by all.

New Business:

-Reconsidering the award of the generator installation contract. Issue came up involving the contractor/vendor's non-compliance with the specifications originally agreed to. The generator model repeatedly proposed by the vendor does not meet specifications as reviewed by the engineers from Hatch, Mott, MacDonald. Several options were reviewed: 1: Send a letter to vendor indicating that the vendor is still not meeting specifications and contract will be terminated in 10 business days copying Security Bond Firm thus putting a claim against the security bond to recoup \$4,999. 2: Three day deficiency notice and terminate; 3: Terminate outright; 4: Discontinue current process. Buy Generator outright and use vendor for installation.

After much discussion it was agreed that the vendor is still not in compliance with all the specifications in the RFP/Contract and that the Library and Board of Trustees should advise the vendor in writing, via their attorney and a formal letter providing a ten day notice for terminating the contract and pursue a claim for the return of funds advanced to the vendor for the Security Bond. The Library Director, President of Board of Trustees, Vice President of Board and Treasurer were given approval to represent the Library through the process e.g. letter /notice drafts etc. Motion made to proceed as noted above by Peg with 2nd by Bill & Frank and approved by all in attendance.

Adjournment: At 6:15 PM motion to close meeting made by Peg, 2nd by Bill. Approved by all.

Respectfully Submitted: Bill Craig