

Board members in **Attendance** were Christian Mash, Fred Fox (Zoom), Tina Buckel (Zoom), Karen Malecki, Clinton Bradley, and Diane Nye-Paugh. Staff members present were Thomas Vose, Library Director; Nicole McCullough, Executive Assistant; and Allen Dunson, System's Administrator.

Christian Mash called the **Special Meeting to Order** at 4:04pm.

### **Friendsville Construction Bid**

- Thomas reported that the library received bids for the construction, furniture, abatement, and moving phases of the Friendsville Project. The initial estimate provided by the architects, which served as the project's benchmark, was \$4,532,000. The Board reviewed three construction bids from Daystar Builders, Fairchance Construction, and Harbel Construction, analyzing the bid amounts and potential adjustments based on the specified alternates.
- Alternate 1 could result in a cost reduction if the library opted for polished concrete instead of tile. Alternate 2 would increase the bid if a vinyl graphic was added above the circulation desk. Alternate 3 might also increase the bid if a fire alarm system, not required by code, was included. Thomas recommended eliminating alternates 2 and 3 and accepting the lowest bid from Fairchance Construction.
- Clint inquired about the requirement to justify the acceptance of the chosen bid according to the library's policy. The policy stipulates that the Board must award the bid promptly to the lowest responsible and responsive bidder that meets the specified requirements. All contractors are expected to possess a Garrett County Trader's License or any other applicable licenses.
- After reviewing the bid proposal, the Board determined that additional information from the architect was necessary to ensure the bid contract encompassed all construction aspects. Thomas's attempts to contact the architect for clarification were unsuccessful. Consequently, the Board decided to postpone the award of the construction bid until all necessary details were obtained. Additionally, the Board agreed to defer the furniture bidding process at this time.

### **Asbestos Abatement Bid**

- Thomas reported that the library received three bids for asbestos abatement. Given the significant differences among the bids, Thomas contacted the respective vendors to confirm their comparability. The bids were received from Penoco (\$5,854), Baxter Environmental Group (\$10,281), and ENG Environmental (\$19,785). The Board verified that all contractors would provide a certificate of verification and comply with all regulatory requirements. Clint moved to accept the bid from Penoco, which was seconded by Karen and approved unanimously.

### **Movers Bid**

- Thomas presented the Board with quotes for packing and moving the library collection to storage. Bids were received from Nice Services, LLC (\$2,250), Jake's Moving and Storage (\$2,934), and Mustang Movers (\$3,600-\$3,950). Karen inquired about the companies' insurance coverage to ensure compliance with legal requirements. Clint moved to accept the bid from Nice Services, LLC for moving services, contingent upon confirmation of adequate insurance. Karen seconded the motion, which was subsequently approved.

**Other Business** was discussed:

- Allen presented the Board with a proposal for firewall services. The current service contract expires on October 24th, but Allen has secured a time-limited promotion for a new firewall device that includes the device at no cost with a three-year service agreement. Given that our current firewall is nearing the end of its lifespan, the Board discussed the advantages and disadvantages of switching to a new vendor. Clint proposed accepting Allen's recommendation for the Three-and-Free promotion, which was seconded by Karen. The motion was approved by a majority vote, with Clint, Karen, and Fred in favor and Diane opposed.

The next regularly scheduled meeting will be held on Thursday, October 17th, 2024 at 4:00 pm at the Oakland Branch.

A motion was made by Diane to **adjourn the Special Meeting** at 4:53 pm. Clint seconded the motion and the motion carried.

Minutes taken and respectfully submitted by Nicole McCullough.