

**1/9/2008 LIBRARY BUILDING COMMITTEE**

**REGULAR MEETING MINUTES**

**TAKEN BY: LISA RABIDEAU, LBC CLERK**

**MINUTES APPROVED ON FEBRUARY 13, 2008**

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**DATE: Wednesday, January 9, 2008**

**TIME: 6:30 pm**

**PLACE: OAKLAND MAPLEVILLE FIRE DEPARTMENT, 46  
Oakland School Street, Oakland, RI**

**MEMBERS PRESENT: David Ketcham, Victor Antoniello, G. Wayne  
Miller, Michael Magnan, Christopher Blakely, Robert Martel**

**MEMBERS ABSENT: James Moran**

**OTHERS PRESENT: Sandra Mundy, JMS Librarian**

**CALL TO ORDER: Meeting was called to order by Victor Antoniello  
at 6:34p.m.**

**1. PREVIOUS MINUTES**

**· That the question of accepting the minutes of December 12, 2007  
(regular meeting) and the question of dispensing with the reading of  
said minutes now be taken up.**

**VOTED: To ACCEPT the minutes of the December 12, 2007 (regular  
meeting) and dispense with the reading of said minutes. MOTION**

**BY: David Ketcham SECONDED: Robert Martel THOSE VOTING**

**FOR THE MOTION: Victor Antoniello, David Ketcham, Wayne Miller,**

**Michael Magnan, Christopher Blakely, Robert Martel VOTING**

**AGAINST: none**

**· That the question of accepting the minutes of January 2, 2008 (special meeting) and the question of dispensing with the reading of said minutes now be taken up.**

**VOTED: To ACCEPT the minutes of the January 2, 2008 (special meeting) and dispense with the reading of said minutes. MOTION**

**BY: David Ketcham SECONDED: Wayne Miller THOSE VOTING**

**FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller,**

**Michael Magnan, Christopher Blakely, Robert Martel VOTING**

**AGAINST: none**

## **2. UNFINISHED BUSINESS**

**LBC-254 Discuss and take action on request from Victor Antonello regarding bronze plaque.**

**There was discussion as to the reasoning for two plaques. It was determined that one will be for LBC, COW, planner, librarian, architect, and contractor. The other will be for OLIS and major donors. Lisa will draw up draft.**

## **NO ACTION TAKEN**

**LBC-277 Discuss and take action on proposal from Graphic Designers Inc. regarding Secondary Dedication Plaque in the amount of \$2570.**

**VOTED: To APPROVE proposal as written. MOTION BY: Robert**

**Martel      SECONDED: David Ketcham      THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel      VOTING AGAINST: none**

**LBC-294 Discuss and take action on Change Request #99 from E. W. Burman (dated 12/3/2007) in the amount of \$2311 relative to Additional Plantings at the back of Sidewalk Adjacent East Avenue.**

**VOTED: To TABLE change request to next meeting.      MOTION BY: David Ketcham      SECONDED: Wayne Miller      THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel      VOTING AGAINST: none**

### **3. NEW BUSINESS**

**LBC-299 Discuss updated furniture quote.**

**Sandra Mundy outlined specifics of new items.      Total cost is \$11,300.74.      It was determined that this needs to be submitted from vendor as a change request.**

### **NO ACTION TAKEN**

**LBC-300 Discuss and take action on video surveillance for the library.**

**VOTED: To TABLE item to next meeting.      MOTION BY: Wayne Miller      SECONDED: David Ketcham      THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel      VOTING AGAINST: none**

**LBC-301 Discuss and take action on additional video surveillance for Local History room.**

**VOTED: To TABLE item to next meeting. MOTION BY: Wayne Miller**

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel VOTING AGAINST: none**

#### **4. INVOICES & EXPENSES**

**LBC-302 Discuss and take action on INVOICES 1264129-001 & 002 from Highsmith Inc. (dated 12/17/2007) totaling \$863.43 for Kik-Step stools and book-jacket cover dispenser. (Note that purchase order for these items was approved on 12/12/07 as LBC-279)**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel VOTING AGAINST: none**

**LBC-303 Discuss and take action on INVOICE # 5275 from PSI-NESP (dated 1/03/08) in the amount of \$51,819.01 for shelving.**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel VOTING AGAINST: none**

**LBC-304 Discuss and take action INVOICE #3095729103 from Staples (dated 12/18/07) in the amount of \$99.99 for filing cabinet.**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:**

**Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel VOTING AGAINST: none**

**LBC-305 Discuss and take action on INVOICE #36 from Lisa Rabideau (dated 12/23/07) in the amount of \$431.04 for clerk services.**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: Christopher Blakely THOSE VOTING FOR THE**

**MOTION: Victor Antonello, David Ketcham, Wayne Miller, Michael**

**Magnan, Christopher Blakely, Robert Martel VOTING AGAINST:**

**none**

**LBC-306 Discuss and take action on INVOICE #37 from Lisa Rabideau (dated 1/6/07) in the amount of \$467.37 for clerk services.**

**VOTED: To PAY INVOICE as written. MOTION BY: Robert Martel**

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:**

**Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan,**

**Christopher Blakely, Robert Martel VOTING AGAINST: none**

**LBC-307 Discuss and take action on INVOICE #1008 from Daniel Joubert (dated 1/2/2008) in the amount of \$139.23 for Clerk of the Works monthly expenses.**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:**

**Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan,**

**Christopher Blakely, Robert Martel VOTING AGAINST: none**

**LBC-308 Discuss and take action on INVOICE #190 from Ocean State Libraries (dated 12/26/07) in the amount of \$15,485.54 for Dell computers.**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: Wayne Miller    THOSE VOTING FOR THE MOTION:**  
**Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan,**  
**Christopher Blakely, Robert Martel    VOTING AGAINST: none**

## **5. CHANGE ORDERS**

**LBC-309 Discuss and take action on Change Request #103 from E. W. Burman (dated 12/14/2007) in the amount of \$1004 relative to Reconciliation of November-to-December Electric Bill.**

**VOTED: To APPROVE change request as written.    MOTION BY:**  
**David Ketcham    SECONDED: Wayne Miller    THOSE VOTING FOR**  
**THE MOTION: Victor Antonello, David Ketcham, Wayne Miller,**  
**Michael Magnan, Christopher Blakely, Robert Martel    VOTING**  
**AGAINST: none**

## **6. REPORTS**

**A. ARCHITECT    NOT HERE**

**B. CLERK OF THE WORKS    NOT HERE**

**C. GENERAL CONTRACTOR    NOT HERE**

**D. ENVIRONMENTAL CONTRACTOR    NOT HERE**

**E. PLANNING DEPARTMENT    NOT HERE**

**F. LIBRARY ADMINISTRATION**

**It was noted that the move is in progress at this time.**

**G. LIBRARY FUNDRAISING COMMITTEE**

**Sandra Mundy notes that the second check for \$15,000 was received from a private donor.    It was also noted that the fundraising committee is likely postponing the silent auction that had been scheduled for February 1st.**

## **H. BUDGET UPDATE**

**David Ketcham will provide an updated budget reflecting items voted on tonight.**

## **7. CORRESPONDENCE/COMMUNICATIONS**

**A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE**

**B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS**

**1) Letter (dated 12-12-07) to Aaron Coutu, Capitol Campaign Committee, from Vic Antonello regarding naming rights for in-kind donations.**

**2) Email (dated 12-17-07) from Sandra Mundy advising that the Champlin grant check has been received.**

**3) Letter (dated 12/13/07) from Champlin regarding same (copy of check as well).**

**4) Memo (dated 12/21/07) to LBC from Mike Wood regarding library funding.**

**5) Letter (dated 12/17/07) from Sarah DeStefano, DEM, to Tracy Baran, Patridge Snow & Hahn LLP, regarding Town of Burrillville RIBCRLF Reimbursement Request.**

**6) Various holiday cards received.**

**VOTED: To RECEIVE AND FILE all. MOTION BY: David Ketcham**

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:**

**Victor Antonello, David Ketcham, Wayne Miller, Michael Magnan,**

**Christopher Blakely, Robert Martel VOTING AGAINST: none**

**8. GENERAL DISCUSSION OF PROJECT**

**NONE**

**9. THIS MEETING WAS ADJOURNED AT 7:37 PM**

**VOTED: To ADJOURN. MOTION BY: David Ketcham SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Wayne Miller, Michael Magnan, Christopher Blakely, Robert Martel VOTING AGAINST: none**

**MINUTES**

**CERTIFIED**

**BY:**

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**Lisa Rabideau, Clerk to LBC Date**

**MINUTES**

**APPROVED:**

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**Victor Antonielli, LBC Chairman Date**