

4/9/2008 LIBRARY BUILDING COMMITTEE

REGULAR MEETING MINUTES

TAKEN BY: LISA RABIDEAU, LBC CLERK

MINUTES APPROVED ON Wednesday, May 14, 2008

DATE: Wednesday, April 9, 2008

TIME: 6:30 pm

**PLACE: Jesse M. Smith Memorial Library, 100 Tinkham Lane,
Harrisville, RI**

**MEMBERS PRESENT: David Ketcham, James Moran, Victor
Antoniello, Robert Martel**

**MEMBERS ABSENT: G. Wayne Miller, Christopher Blakely, Michael
Magnan**

**OTHERS PRESENT: Sandra Mundy, JMS Librarian; Daniel Joubert,
Clerk of the Works**

**CALL TO ORDER: Meeting was called to order by Victor Antoniello
at 6:59 p.m.**

1. PREVIOUS MINUTES

**That the question of accepting the minutes of March 12, 2008 (regular
meeting) and the question of dispensing with the reading of said
minutes now be taken up.**

**VOTED: To ACCEPT the minutes of the March 12, 2008 (regular
meeting) as written. MOTION BY: Robert Martel SECONDED: David**

**Ketcham THOSE VOTING FOR THE MOTION: David Ketcham,
James Moran, Victor Antonello, Robert Martel VOTING AGAINST:
none**

2. UNFINISHED BUSINESS

LBC-345 Discuss vacation pay for Dan Joubert.

**Discussion as to vacation pay and if it was in the original contract of
Dan Joubert**

NO ACTION TAKEN

**LBC-347 Discuss and take action on returning CD's (\$60k) to JMS
Library.**

**David Ketcham advises he spoke to Mike Woods regarding this issue
and he believes that the Town Council would be a more appropriate
venue to decide this issue.**

VOTED: To refer item to the Town Council for appropriate action.

**MOTION BY: James Moran SECONDED: David Ketcham THOSE
VOTING FOR THE MOTION: David Ketcham, James Moran, Victor
Antonello, Robert Martel VOTING AGAINST: none**

3. NEW BUSINESS

LBC-359 Discuss and take action on grand opening expenses.

**An email from Wayne Miller regarding anticipated expenses was
distributed.**

**VOTED: To allocate \$3000 for expenses associated with the library
grand opening. MOTION BY: James Moran SECONDED: Robert
Martel THOSE VOTING FOR THE MOTION: David Ketcham, James
Moran, Victor Antonello, Robert Martel VOTING AGAINST: none**

LBC-360 Discuss displaying children's artwork that was submitted with grand opening essays.

NO ACTION TAKEN

LBC-361 Discuss and take action on confirming V.A.'s verbal approval of third bronze plaque, in the amount of \$1249.

VOTED: To CONFIRM as written. MOTION BY: David Ketcham

SECONDED: James Moran THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antonello, Robert Martel

VOTING AGAINST: none

LBC-362 Discuss and take action on copiers.

Sandra Mundy advises the Greg Mislick (Town of Burrillville MIS Dept.) assures that there is no need to go out to bid because there is a state bid that will cover this. Vic Antonello suggests that committee approve a budget for three copiers.

VOTED: To allocate \$8500 for the acquisition of three copiers.

MOTION BY: James Moran SECONDED: David Ketcham THOSE

VOTING FOR THE MOTION: David Ketcham, James Moran, Victor

Antonello, Robert Martel VOTING AGAINST: none

LBC-363 Discuss and take action on proposal from Dan Joubert for library sign, table electrical modifications, picture brackets, and other miscellaneous items.

Discussion of the proposals outlined.

VOTED: To accept proposal as written for all items, with the

exception of the sign, for a total amount of \$1675. **MOTION BY:** David Ketcham **SECONDED:** James Moran **THOSE VOTING FOR THE MOTION:** David Ketcham, James Moran, Victor Antonello, Robert Martel **VOTING AGAINST:** none

LBC-364 Discuss and take action on Clerk of the Works final payment.

Vic Antonello outlined how Dan Joubert's payroll checks were issued and notes that he was paid through March 27 (leaving two business days of work not paid for). It was determined that Joubert's final paycheck should be issued in the amount of \$3840. Email to be sent to Mark Adams noting such and also stating that Dan's termination was **NON-JUDGMENTAL**.

VOTED: To authorize final payment to Dan Joubert in the amount of \$3840. **MOTION BY:** David Ketcham **SECONDED:** James Moran **THOSE VOTING FOR THE MOTION:** David Ketcham, James Moran, Victor Antonello, Robert Martel **VOTING AGAINST:** none

LBC-365 Discuss and take action on additional Clerk of the Works services.

VOTED: To **TABLE** to next meeting. **MOTION BY:** David Ketcham **SECONDED:** James Moran **THOSE VOTING FOR THE MOTION:** David Ketcham, James Moran, Victor Antonello, Robert Martel **VOTING AGAINST:** none

LBC-366 Discuss and take action on additional heating oil purchase.

VOTED: To TABLE to next meeting. MOTION BY: David Ketcham

SECONDED: James Moran THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

4. INVOICES & EXPENSES

LBC-367 Discuss and take action on confirming V.A.'s verbal approval of two invoices from Ocean State Janitorial Services (#56590 & #56591) totaling \$416.44.

VOTED: To CONFIRM as written. MOTION BY: David Ketcham

SECONDED: James Moran THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

LBC-368 Discuss and take action on INVOICE #1478819 from ATC Lincoln (dated 12-19-2007) in the amount of \$1393.80 for professional services.

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

SECONDED: James Moran THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

LBC-369 Discuss and take action on INVOICE #1493014 from ATC Lincoln (dated 3-26-2008) in the amount of \$1161.51 for professional services.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

LBC-370 Discuss and take action on INVOICE #4752 from Roger Sitterly & Son, Inc. (dated 3-19-2008) in the amount of \$16,232.50 for Phase II.

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

SECONDED: James Moran THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

LBC-371 Discuss and take action on INVOICE #18492 from Graphic Designers, Inc. (dated 3-13-2008) in the amount of \$14,643.50 for exterior signage.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

LBC-372 Discuss and take action on INVOICES 1142207 & 1144336 from Gaylord Bros. Inc. (dated 3-10 & 3-14-2008) totaling \$1962.20 for book trucks, power tailgate, and truck for folding chairs.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

LBC-373 Discuss and take action on INVOICE #3144685 from Demco (dated 3-19-2008) in the amount of \$3329.53 for miscellaneous items.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

**LBC-374 Discuss and take action on INVOICE #42 from Lisa Rabideau
(dated 3/16/2008) in the amount of \$561.81 for clerk services.**

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

**LBC-375 Discuss and take action on INVOICE #43 from Lisa Rabideau
(dated 3/30/2008) in the amount of \$358.39 for clerk services.**

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

**LBC-376 Discuss and take action on INVOICE from Daniel Joubert in
the amount of \$686.89 for Clerk of the Works monthly expenses and
hourly services.**

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

**SECONDED: James Moran THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

**LBC-377 Discuss and take action on confirming V.A.'s verbal
approval of projector bracket, submitted as INVOICE #W218001 from
CompUtopia (dated 3-31-2008) in the amount of \$139.**

VOTED: To CONFIRM as written. MOTION BY: David Ketcham

**SECONDED: James Moran THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

**LBC-378 Discuss and take action on INVOICES 2953, 2971, 2972 from
Lawrence Brothers (dated 3-18 & 3-24-2008) in the amount of \$35.80
for items purchases by Dan Joubert.**

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

**LBC-379 Discuss and take action on INVOICE #0036100-IN from
Atrion Networking Corporation (dated 03-24-2008) in the amount of
\$2951.13 for OSL connections.**

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

**SECONDED: James Moran THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

**LBC-380 Discuss and take action on INVOICES 240 & 241 from Ocean
State Libraries (dated 3-31-2008) totaling \$1058.91 for bar code
scanners and receipt printers.**

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antoniello, Robert Martel
VOTING AGAINST: none**

LBC-381 Discuss and take action on INVOICE #5331 from PSI-NESP. (dated 3-28-2008) in the amount of \$720 for mounting brackets.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

LBC-382 Discuss and take action on INVOICE #74124-0 from Creative Office Pavilion (dated 3-27-2008) in the amount of \$97,547.06 for furniture.

Dan Joubert discussed holding back 10% of this until everything is done.

VOTED: To PAY INVOICE in the amended amount of \$87,792.35.

MOTION BY: James Moran SECONDED: David Ketcham THOSE

VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel VOTING AGAINST: none

LBC-383 Discuss and take action on INVOICE #291138 from Patriot Disposal Company (dated 4-1-2008) in the amount of \$39 for rolloff service charge.

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

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

David Ketcham, James Moran, Victor Antoniello, Robert Martel

VOTING AGAINST: none

5. CHANGE ORDERS

LBC-384 Discuss and take action on change order from Creative Office Pavilion (dated 3-13-2008) in the amount of \$2345.52 for lamps and lectern.

VOTED: To APPROVE change order as written. MOTION BY: David Ketcham
SECONDED: James Moran
THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antonielli, Robert Martel
VOTING AGAINST: none

6. REPORTS

A. ARCHITECT NOT HERE

B. CLERK OF THE WORKS NONE

C. GENERAL CONTRACTOR NOT HERE

D. ENVIRONMENTAL CONTRACTOR NOT HERE

E. PLANNING DEPARTMENT NOT HERE

F. LIBRARY ADMINISTRATION

Sandra Mundy noted that the kids have been skateboarding on property, and that some of the glass walls now have signs posted on them because people have walked into them.

G. LIBRARY FUNDRAISING COMMITTEE NONE

H. BUDGET UPDATE

David Ketcham notes that he sent email with updated budget, a copy of which will be put into this month's meeting packet...

7. CORRESPONDENCE/COMMUNICATIONS

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

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

1) Memo (dated 3-13-08) to LBC, from Louise Phaneuf, outlining Town Council decisions regarding the library road and property.

2) Copy of winning essay from grand opening essay contest.

VOTED: To RECEIVE AND FILE all. MOTION BY: David Ketcham
SECONDED: James Moran THOSE VOTING FOR THE MOTION:
David Ketcham, James Moran, Victor Antonielli, Robert Martel
VOTING AGAINST: none

8. GENERAL DISCUSSION OF PROJECT
NONE

9. THIS MEETING WAS ADJOURNED AT 8:37 PM

VOTED: To ADJOURN. MOTION BY: David Ketcham SECONDED:
James Moran THOSE VOTING FOR THE MOTION: David Ketcham,
James Moran, Victor Antonielli, Robert Martel VOTING AGAINST:
none

MINUTES **CERTIFIED** **BY:**

Lisa Rabideau, Clerk to LBC Date

MINUTES **APPROVED:**

Victor Antonielli, LBC Chairman Date