

February 5, 2018
Charlton Public Library
Called Meeting Minutes

Members present: Donna Nance, Teresa Hamilton, Linda Pina, Susan Carter, Lynn Young, Barbara Parker, Barbara Smiley. **Members absent:** Dr. Diana Very.

The meeting was called to order by Mrs. Nance. A motion was made to accept the agenda by Mrs. Carter and seconded by Ms. Pina. All members voted in favor of the motion.

Mrs. Nance updated the board on the difficulty in obtaining bids for the painting and renovation portion of the library. In May 2017 Demaris Johns was contacted for a bid to paint and install wall covering. A second contact was made. Mr. Johns never responded by bidding on the project.

Throughout July/August 2017 with the help of City Councilman Marion Davis, Kemp Rory with Sherwin Williams Paint was approached about recommendations for paint and wall covering for the library. Mr. Rory came to the library, and he met with Mrs. Nance and Mrs. Parker. He contacted several painting contractors with his recommendations. One contractor came to the library and looked at the job, but he never submitted a bid.

In late August 2017 Mrs. Nance talked with Mona Meeks about the painting and wallcovering project. Ms. Meeks said she would do it, but she would not be available until after the beginning of 2018. In late January 2018 Ms. Meeks submitted a bid.

The purpose of the called meeting was to discuss the bid submitted by Ms. Mona Meeks. The bid is attached to the minutes of this meeting. The board also discussed whether to purchase new front doors at a cost of \$8,000.00 or to have the existing doors painted and the locks repaired. Mrs. Nance will contact Gary Tippins, contractor, to provide help in reaching a decision on the matter. Ms. Meeks' bid does not include the cost of wall coverings. It does however include the labor to install the wall coverings. Mrs. Nance and Mrs. Parker will borrow wallpaper books to look at designs and patterns. Ms. Meeks' bid will require 25% down and a draw every two weeks.

A motion was made to accept the Meeks bid with the option to eliminate Line 2 in the event a new door is purchased by Mrs. Carter and seconded by Ms. Pina. All members voted in favor.

A discussion was also held on endcaps for the library shelving. It was decided Ms. Parker and her staff could decide on the number of endcap needed. A

motion was made to purchase endcaps by Ms. Pina and seconded by Mrs. Smiley. All members voted in favor.

It was also decided by the board to purchase chairs. A motion was made to purchase four club chairs with tables and two Queen Anne chairs by Mrs. Young and seconded by Mrs. Hamilton. All members voted in favor of the motion.

Upon completion of business the meeting adjourned at 11:45 am.

Respectfully submitted,

Lynn Young
Secretary