CALL TO ORDER:
Williams called the meeting to order at 7:00 p.m. in the Conference Room of the Ramsey County Library Administrative Offices, 4570 Victoria Street North.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Norrgard made a motion to approve the agenda for November 5, 2008, and the minutes of October 15, 2008, as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

SECURITY CAMERAS AND SOFTWARE:
As part of the year end reserve list approved February 20, 2008 by the Library Board, $60,000 was set aside for technology funding. These funds were earmarked for installing video cameras at several library locations.

Following approval of the security camera policy in October, staff has researched and selected the types of security cameras, servers, and software that will be installed. All items will be procured using State and County purchasing guidelines.

Purchases exceeding $25,000 require Library Board approval. The servers will be purchased from one vendor below the $25,000 threshold. The cameras and software will be purchased from another vendor at an estimated cost of $35,000.

Norrgard made a motion to approve the purchase of security cameras and software at a cost of approximately $35,000. Total equipment cost for servers, cameras and software not to exceed $60,000. Aplikowski seconded the motion, which was approved unanimously.

ROSEVILLE PROJECT—APPROVAL OF DESIGN & GROSS MAXIMUM PRICE:
Two weeks ago, McGough Construction completed their estimate of the current design and determined the project was over budget by $1.75 million dollars. The project committee has worked diligently to value engineer the project to the budgeted amount.
The design has been modified in the following ways:

- Deletion of storage facility $100,000
- Reduced teen area and moved to grade $190,000
- Delete clerestory $40,000
- Remove overhangs/NW corner build out $250,000
- Reduce sitework $200,000
- Reduce materials costs $361,000
- Reduce electrical $415,000
- Reduce FFE $25,000
- Reduce Design Contingency $125,000
- Miscellaneous $44,000

The project is now within budget and meets the programmatic needs identified in the November 2006 program.

Nemitz noted that the design estimate, projected at $2.2 million over budget in October, was reduced to $1.75 million over budget after clarification.

Nemitz stated that she was excited about the design changes, noting that the committee used the opportunity to improve the design. Poling, lead architect for the project, concurred with this assessment. He noted that the improvements include reusing more features from the current facility, a more compressed design with less walking from the north parking lot, and more economical choices in electrical fixtures and sitework.

A proposed reading garden adjacent to the children’s area is not included in the core design, but could be restored to the project if fundraising or grant dollars become available. The teen area was moved from the upper level to the lower southwest corner of the facility, which is the entrance and plaza area for the current building.

Norrgard expressed his disappointment with the design delays, criticizing the architectural and construction firms for not working together more effectively on the project.

Nygren made a motion to approve the design and gross maximum price for the expansion and remodeling of the Ramsey County Library in Roseville, subject to the approval of the Ramsey County Board of Commissioners and the Ramsey County Attorney’s Office. Aplikowski seconded the motion, which was approved by unanimous vote.

**ROSEVILLE PROJECT—LEED CERTIFICATION:**

Nemitz reported that the current design has 25 LEED points, nearly enough for the basic LEED Certification level. A minimum of 26 points are needed for the basic level, 33 points for the silver level, 39 points for the gold level, and 52 points for platinum level. Industry standards recommend that a buffer of 6 LEED points be included in a design to ensure meeting your target LEED Certification level. The certification process adds $150,000-$200,000 to the cost.

Ramsey County is very interested in exploring LEED Certification, with features that would include an economic payback on the upfront costs. The County Board of Commissioners must give final approval on pursuing this option.

**ROSEVILLE PROJECT—TEMPORARY SITE:**

Nemitz reported that 33 potential temporary sites have been investigated. Most retail locations will not consider short-term leases such as the Library is seeking. Several individual business owners are interested, with available space in office buildings, industrial buildings, or strip malls.

The Library Board discussed the top four possibilities outlined by Nemitz, debating location, available square footage, and other key factors. Nemitz suggested that an advisory committee be created to tour the top sites under consideration. Commissioner Parker volunteered, as did Norrgard and Gehrz, Director of the Friends. The City of Roseville will also be asked for a representative on the advisory committee. A patron representative will also be considered.

In addition to a temporary location, the Library is still evaluating the viability of storing much of the collection and having a small service location for request pickups, or increasing storing the collection and increasing hours and staff at other RCL locations.
ROSEVILLE PROJECT—APPROVAL OF PHASE II CONTRACT:
The Phase II Agreement with McGough Construction for continuation of the Design/Builder services is an extension of the Phase I Agreement executed April 1, 2008 for the Ramsey County Library in Roseville. The Agreement is based on the American Institute of Architects standard form agreement for Design/Builder services and has been modified by the County Attorney’s Office to represent the County/Library’s best interest, including inserting the County’s General Terms and Conditions spelling out specific insurance requirements, Equal Employment Opportunity compliance, Workforce Diversity efforts, Small Business Enterprise participation and Inclusiveness in Contracting goals.

Specifics of the Agreement include:

- A Guaranteed Maximum Price of $13,191,165 provides complete project construction, Phase I and Phase II consultant services, project contingencies and project reimbursables.
- The Architectural firm of Meyer, Scherer & Rockcastle, LTD and their Phase I consultant team will provide the Phase II design and construction observation services.
- Attached to the Phase II Agreement is a “Purchasing Agent Agreement” whereby Ramsey County and the Library Board appoint McGough Construction as the Owner’s Purchasing Agent for the purchasing of the project materials, supplies and equipment. This agreement fulfills the States requirements which allows McGough Construction and its’ subcontractors to purchase project materials and equipment on a tax free basis.
- The project schedule indicates construction to begin May 1, 2009 and Substantial Completion, the time when the owner can begin to occupy the building, on May 1, 2010.
- Both the Phase II Agreement and the Purchasing Agent Agreement will require the signature of the Chair of the Library Board.

Nygren made a motion to approve the Phase II Agreement between Ramsey County, the Ramsey County Library Board, and McGough Construction for the expansion and remodeling of the Ramsey County Library in Roseville, at a gross maximum price of $13,191,165; subject to approval by the Ramsey County Board of Commissioners and the Ramsey County Attorney’s Office; and to authorize the Chair of the Library Board to sign the Agreement. Aplikowski seconded the motion, which was approved by unanimous vote.

NEXT MEETING: December 10, 2008, Administrative Offices, 4570 North Victoria Street, 7 p.m.

MEETING ADJOURNED 8:45 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator