

**Board of Trustees of the Peter White Public Library
Special Board Meeting
Minutes
May 12, 2020**

A special meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, May 12, 2020, via Zoom Video. The Meeting was called to order by President Anne Donohue at 5:08 pm.

Members Present: Anne Donohue, Patrick Myron, Andrew Dalian, Carol Steinhaus, John Mallo

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Rick Orr, Finance Director; Shane Sizemore, Maintenance Department Head; Brett Hubbard, Administrative Assistant

The Agenda was approved as presented on a motion by Dalian. The motion was seconded by Steinhaus. Motion carries 5-0.

Public Comment: None

Board Action Items

- A. **Backup Generator Bids** – Five bids for the backup generator project were received. Following the recommendation of Adam Manty from IDI Architecture, Engineering and Consulting, the Board discussed acceptance of the bid of \$38,250 from John Prince of JP Electric Professionals. The Board addressed several questions and concerns, notably:
- Orr informed the board that this project will use up the remaining funds from the bond as well as some of the budgeted capital improvement funds.
 - There is a correction to Adam Manty's letter to Ingmire: the generator will actually be on the south side of the Library, not the north as stated in the letter.
 - The Board members and Ingmire agreed that the Library's neighbors should be notified of the installation of the new equipment. Manty noted that the generator runs quietly.

On a motion by Steinhaus, **the Peter White Public Library Board of Trustees moves to award a contract to JP Electric Professionals in the amount of \$38,250 for generator work to be done by September 15, 2020.** The motion is seconded by Myron and carries 5-0.

Public Comment – None

Motion by Steinhaus to adjourn. Seconded by Dalian and carries 5-0. Meeting adjourned at 5:30 pm.

Respectfully Submitted,

Patrick Myron
Secretary