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## District Board - Special Meeting

When: November 18, 2010  
3 p.m.

Where: Library Administration  
507 NW Wall Street, Bend, OR

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### MINUTES

#### ATTENDEES

Present were Board Members Ann Malkin (President), Ray Miao, George Riser, Beth Pearl-Gent and Susan Torassa.

#### CALL TO ORDER

President Ann Malkin called the meeting to order at 3 p.m.

#### PUBLIC COMMENTS

None

#### EXECUTIVE LIMITATIONS

##### Construction Services

The Board reviewed Director Dunkelberg's memorandum regarding construction services. Staff received four proposals for construction services ranging in cost from \$349,250 to \$390,763. Based on weighted scoring for cost, experience of key staff on comparable projects, knowledge and understanding of the project, demonstrated ability to successfully complete similar projects, and proximity to the project site; staff recommend accepting SunWest Builders proposal of \$349,250. In addition, staff recommended authorizing an additional \$2,750 to cover negotiated contingency costs.

Beth Pearl-Gent moved to authorize the Director to execute a contract not to exceed \$352,000 with SunWest Builders for construction services pertaining to the East Bend Public Library. George Riser seconded which passed unanimously.

#### Board Orientation

Riser, Torassa and Dunkelberg will meet after the Board meeting on December 8 to review budget process and facilities.

Miao, Torassa and Dunkelberg will meet after the Board meeting on January 12 to review results policies and the results monitoring report.

The Board selected “Reinventing Your Board” and “The Policy Governance Fieldbook” as required reading for all Board members. Dunkelberg will order copies.

As there was no additional business, the meeting was adjourned.

**ATTEST**

Todd Dunkelberg  
Library Director