

**MINUTES
NORWALK PUBLIC LIBRARY FOUNDATION
BOARD OF TRUSTEES
SPECIAL MEETING
JUNE 21, 2023**

ATTENDANCE: Moira Noor, Chair; Alex Knopp, Jannie Williams, Ralph Bloom, Mary Mann, Haraldo Williams.

STAFF: Sherelle Harris, Library Director.

OTHER: Neil Rennie, Guardian Services Manager

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the Chair.

DISCUSSION AND APPROVAL OF GNLV RENOVATION VENDOR

Ms. Harris provided an overview of the project. She said Greater Norwalk Literacy Volunteers (GNLV) department currently has an office and two classrooms. The renovation will allow for an additional classroom. The City's Purchasing Department went out to bid on April 20th with a bid deadline of May 2nd for electronic submissions and May 4th for hard copy submissions. Two bids were received, one from Titan Enterprises and one from ReTech.

Mr. Rennie, Manager of Guardian Services with whom the City of Norwalk contracts to manage city buildings, reviewed the project, noting that prices have increased from 2020 when the project was originally approved.

Mr. Knopp asked if both bidders were qualified; Mr. Rennie said they were. Mr. Knopp asked about asbestos. Mr. Rennie said Hygenix inspected the area, and there is nothing of real concern. There is some lead in the paint, but that will be painted over. Mr. Knopp asked about lead dust and other toxic material; Mr. Rennie said everything will be handled accordingly so that nothing will be spread throughout the library. Mr. Knopp asked the start and completion of the project. Mr. Rennie said the longest time would be going to contract. He anticipated 50 days in total.

The Chair asked Mr. Rennie for his recommendation. Mr. Rennie said the City of Norwalk typically requires that they go with the lowest bidder. The low bidder is ReTech. He stated that he has done a lot of work with ReTech, such as the Community Room in City Hall. The Land Use & Building Management Committee will meet on the first week in July. It was on the agenda for their June meeting, but it has been taken off.

Ms. Harris asked if it is possible to get onto the June agenda. Mr. Rennie said will look into putting it back on the June 7th agenda.

**** MS. NOOR MOVED TO MOVE FORWARD WITH THE BID PROPOSED BY
GUARDIAN, THE RETECH BID FOR THE RENOVATION OF THE GREATER
GNLV SPACE.
** MR. KNOPP SECONDED.
** MOTION PASSED UNANIMOUSLY.**

Mr. Knopp noted the handling the contract in the appropriate way and hoped they would continue this going forward.

**** MR. KNOPP MOVED TO ADJOURN
** MS. NOOR SECONDED.
** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Cheryl Telesco Blois
Telesco Secretarial Services