

Minutes  
Board of Trustees  
Licking County Library  
Special Board Meeting  
May 7, 2025

The Board of Trustees met in special session on Wednesday, May 7, 2025, in the 2<sup>nd</sup> Floor Conference Room at the Downtown Newark Library. Will McCoy called the meeting to order at 12:06 p.m. The following trustees answered the roll call: Lacie Priest, Debbie Seibel, Brian Wilfong, and Will McCoy.

Trustees Excused: Michael Houser, Kathy Myers, and Bill Spurgeon

Mr. McCoy announced the resignation of Licking County Library Board of Trustees member Mrs. Kathy Myers. Mrs. Myers served as a member of the Board from September 1, 2008. Mrs. Myers has served on multiple committees and provided expertise and insights that improved the Library's fiscal practices and controls.

Present: Julia Walden, Executive Director; Sandra Lodge, Fiscal Officer; Kerrill Foster, Deputy Fiscal Officer; Tracy Groves, Executive Assistant; and Olivia Chapman, Head of Marketing.

Adoption of Agenda

Mrs. Seibel MOVED and Mr. Wilfong SECONDED to adopt the agenda as presented. All voted aye. The Chair declared the motion passed.

Public Comments

There was no public in attendance.

Minutes of the Regular Business Meeting of March 19, 2025

Mr. Wilfong MOVED and Mrs. Priest SECONDED to approve the Regular Business Meeting Minutes of March 19, 2025. All voted aye. The Chair declared the motion passed.

Lakewood Branch Project Award of Contract

Mr. Will McCoy introduced the following resolution and moved its passage:

**Resolution No. 025-036**  
**AWARDING CONTRACT FOR THE NEW LAKEWOOD BRANCH  
PROJECT**

WHEREAS, the Licking County Library Board of Trustees (the "Board") is undertaking the New Lakewood Branch Project (the "Project"); and

025-034  
Adoption of  
Agenda

025-035  
Approval of  
Regular  
Business  
Meeting  
Minutes

WHEREAS, the Board previously authorized the solicitation of bids for the Project pursuant to Ohio Revised Code Section 3375.41 and such ad is attached hereto; and

WHEREAS, three bids were received on April 29, 2025, and publicly opened and read aloud by the Fiscal Officer in the Discovery Center, immediately after the time for submitting such bids had expired; and

WHEREAS, Schooley Caldwell is the Design Professional for the Project and tabulated the bids that were received, and such bid tabulation is attached hereto; and

WHEREAS, the apparent lowest bid was submitted by T-Built Construction Services, Inc. ("T-Built"); and

WHEREAS, Schooley Caldwell reviewed the bid submittal, contacted references, and recommends awarding the contract for the Project to T-Built, as the lowest responsible bid that is responsive, in the total amount of \$541,740.00, including Alternate No. 1; and

WHEREAS, during construction of the Project, there may be changes to the Work that impact the Scope of the Work, Contract Sum, and/or Contract Time. These changes may be documented via Amendment, Change Order, or Construction Change Directive ("Modifications") and to avoid Project delay and related costs, the Executive Director or Fiscal Officer may be authorized to approve and execute such Modifications which shall not individually exceed the amount of \$10,000.00 and shall not cumulatively exceed the amount of \$25,000.

NOW, THEREFORE, BE IT RESOLVED by the Licking County Library Board of Trustees as follows:

1. The Board approves the bid opening and, based on Schooley Caldwell's recommendation and information provided, awards the contract for the Project to T-Built, as the lowest responsible bidder for the work.
2. The Board authorizes the Executive Director and Fiscal Officer to sign the contract with T-Built in the total amount of \$541,740.00, including Alternate 1, and to prepare and sign any related documents required for the Project.
3. The Board further authorizes the Executive Director or Fiscal Officer to sign Modification(s) related to the Project where such Modification individually does not exceed \$10,000.00 or cumulatively exceed \$25,000. Should a Modification exceed this individual or cumulative amount, it will be brought to the Board for approval.

Mr. Brian Wilfong seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: Mr. Will McCoy, Mrs. Lacie Priest, Mrs. Debbie Seibel, Mr. Brian Wilfong

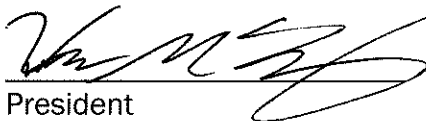
Nays: none

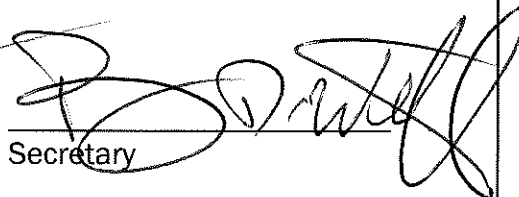
025-036  
Approval to  
Award  
Contract

## Adjournment

With no further business, Mrs. Priest MOVED and Mrs. Seibel SECONDED to adjourn the meeting at 12:54 p.m. All voted aye. The Chair declared the meeting adjourned.

The next Regular Business Meeting is Wednesday, May 21, 2025. at 4:00 p.m. in the 2<sup>nd</sup> Floor Conference Room of the Downtown Newark Library.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

025-037  
Motion to  
Adjourn

## Attachments:

## Legal Ad

### **Public Notice**

**Advertised on April 3, 2025 and April 10, 2025**

Sealed bids will be received by the Licking County Library Board of Trustees as provided in this notice for the **New Lakewood Branch Project**. Questions may be directed to Allison Summers of Schooley Caldwell at [asummers@schooleycaldwell.com](mailto:asummers@schooleycaldwell.com) and electronic copies of the Contract Documents, which include additional details, are on file and available to view from DC Plan Room at <https://www.dcplanroom.com/>. Bidders are responsible for any costs.

Bids shall be enclosed in a sealed envelope addressed to the Licking County Library Board of Trustees, ATTN: Sandra Lodge, Fiscal Officer, Downtown Newark Library, 101 West Main Street, Newark, Ohio 43055, and plainly marked on the outside "LICKING COUNTY LIBRARY NEW LAKEWOOD BRANCH PROJECT BID." Bids will be received until **12:00 p.m., local time April 24, 2025** and immediately after the deadline the bids will be opened and publicly read aloud in the Discovery Center at the Licking County Library, 101 West Main Street, Newark, Ohio 43055.

A pre-bid conference will be held on **April 11, 2025 at 10:00 a.m.** at the Project site, 620 E. Main Street, Suites G & H, Hebron, Ohio 43025.

All bids must include a Bid Guaranty, as described in the instructions to bidders. Prevailing wage rates apply. No bidder may withdraw its bid within 60 days after the opening; the Board reserves the right to waive irregularities, reject any or all bids, and conduct necessary investigations to determine bidder responsibility.

## Bid Tabulations

Project Name: New Lakewood Branch  
 Date of Bid Opening: 4/29/2025  
 Time of Bid Opening: 12:00 pm  
 Location: Conference Room at Downtown Newark Library

Published Price		Base Bid	Alternate #1				
		\$	\$				
		700,000.00	2,000.00				
General Contractor's Name	GC's Base Bid	GC's Alternate Bid	Approval/Receipt of all addenda on the bid form	Complete Bid Form, including documents	Bid Security	Contract Bond	Contractor's Qualification Sheet
T-Built Construction	540,000.00	1740.00	Yes	Yes	Yes	Yes	Yes
Robertson Construction	549,000.00	0.00	Yes	Yes	Yes	Yes	Yes
Ferguson Construction	574,000.00	1520.00	Yes	Yes	Yes	Yes	Yes