

Three Oaks Township Public Library  
January 14, 2020 Regular Board Meeting Minutes

Meeting called to order at 6:31 p.m. by President David Pollack. Present: Joan Brown, Dustin Blaszczyk, Debi Kearney, Brandi Cardwell, and Cheryl Kersey. Julie Sittig via Facetime. Chris Brayak from Wightman Engineering present as a guest.

Motion by Debi to approve the Consent Agenda as presented, seconded by Dustini, all ayes, none opposed, motion carried.

Public Comment: none.

Chris Brayak from Wightman Engineering addressed the board and answered questions. Wightman had provided a proposal to redesign the back parking lot area. The price of the survey is high because the lot is very complicated with easements and pieces being put together over the years. Debi asked what payment would be needed up front. Chris said no payment is needed up front; they will bill monthly during the project. David asked at what point in the process will the board see two or three renderings of things to do. Chris said that would be at the end of the predesign services, right up front in the first few weeks of the project, right after the survey. At that point he would need to sit down with the board and discuss everything. Discussion followed. Debi asked as far as construction if he would take care of getting the bids when we come to construction. Chris said the second part of the proposal is preparing actual construction documents and those are the drawing that would go out for bid in the construction document bid booklet. Chris said he prefers to put things out to bid for four or five weeks to get the better possible cost from contractors. David asked what the time cycle is for the preliminary work. Chris said the survey should take 20-25 days and add two weeks to that so maybe about two months to have preliminary designs in your hands. David said, "So we're talking March." Chris said, "I'd say so." Chris said the construction documents would come after that, after the board had time to think about it. Debi asked if Wightman would then manage the project. Chris said after the bids come in they would analyze everything and tell the board who they think would be the best contractor and give the board a recommendation of award. The library board would choose the contractor. Then Wightman would prepare the contracts. He said they are not construction managers but will manage the project on the library's behalf. They will certify the pay requests and ask for progress meetings every two weeks. They would also manage changes that could pop up as the job goes along. At the end of the project Wightman will help the contractors put together a punch list and then make sure everything is completed. Wightman will collect all the warranties and give close-out documents. Dustin said that Wightman would be involved in all steps. Chris said that's what the proposal is for. Chris said they will work between the library and the contractors. Brandi asked what they had done similar to this. Chris said they did some preliminary work at the Krasl, right now they are bidding the tennis courts for Brandywine School, New Buffalo Township buildings and splash pads and all the stuff behind New Buffalo Township, and the 911 Memorial at New Buffalo Township. This project goes between architecture and engineering and they also have landscaping architects that will probably be involved. They did the landscaping out at the Nottawaseppi government building. Joan asked what Chris's projection of the cost will be. Chris said he hasn't thought about that but that would be part of the first part of the project, so \$8,500, and then they would provide a cost estimate and at that time the board can change their minds. David said that no matter what is done in the back the survey will need to be done and that survey cost will be needed. Discussion followed. Chris said if the board wants to give them a budget, they can work within that budget. Discussion followed. Chris brought an old survey of the property and showed it to all; the survey was discussed. Motion by Debi to approve and accept the proposal that has been provided by Wightman and move forward through the first phase to get the board to the point where they can determine where they want to be. Joan the first phase to be through the pre-design services and not to exceed \$8,500.00. Seconded by Brandi. David asked for ayes and he, Dustin, Debi, and Brandi responded with aye. Joan and Julie abstained from voting. David signed the contract and stipulated with writing that it was authorized for pre-design. The contract was given to Chris. Joan asked Chris is they worked with non-profits seeking grants. Chris said they do and it is actually one of their strengths. He explained that they can look for grants for people and rural development has low-interest loans for libraries. Years ago they gave a lot grants but now they are loans. Discussion followed. David thanked Chris for his attendance said the board looked forward to seeing him again in March. David said it may not be on a regular meeting and they will be attentive to Chris's schedule. Chris said he will keep them apprised of developments, said if they had any questions to call him and left the meeting.

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Unfinished Business:

Grants – nothing to report.

Budget – Cheryl reported that after 81% of the fiscal year, payroll is at 68%. Current budget was in board folders. Current copy of Penal Fines report is also in board folders. As of December 31, 2019, the library fund was \$355,065.22. No discussion. Cheryl said her projected budget for April 1, 2020 to March 31, 2021, was in the board folders and asked if it could be approved so she could send it to the township to be included in their budget hearing. Discussion followed. Motion by Joan to accept the projected budget as presented, seconded by Debi. All ayes, none opposed, motion carried. (Copy of projected budget is included with these minutes.)

Building Maintenance –

Community Room Table – Cheryl said she had a quote for a new table from Center of the World Wood Shop and it was emailed to everyone and in their board folders. Discussion followed. David suggested that this be pulled and a letter of appreciation be sent to Terry for his interest and attention and say at this time we're not ready to go ahead with that. Joan explained her idea of having a table or a tabletop made from wood from trees that were cut down in Dewey Cannon Park a few years ago. A table in the Village office is made from this wood, the rest of the wood is at Carson Wood, and Carson Wood built the table. Dave Grosse said if the library wants to use some of that wood, they can have it for free. Discussion followed. David said to leave this item on the agenda for more investigation. Dustin asked if the same chairs could be used. Debi said if the table color matches the chairs, we can keep them. Discussion followed.

Patio/Pergola/Parking Lot – Chris from Wightman Engineering addressed the board at the beginning of the meeting.

Friends of the Library – nothing to report. Cheryl pointed out that the big Christmas tree is only a few years old and many of the lights have already gone out. Discussion followed.

Library/Museum Relations – nothing to report. Cheryl said it is winter so they are closed but they are having a give-back dinner at Froehlich's in February.

Artist Co-Op – nothing.

By-Laws & Window Space/Sign Policy – Cheryl said she proposed the changes in red to Article XIII on page 9 and to Article XV on page 10 of the bylaws. Dustin said that something needs to be included that says anything to be posted needs to be approved by the library director. Discussion followed. Cheryl to add "Any materials to be posted must be presented and approved by the Library Director." Before the second to last sentence in the proposed Library Public Posting Policy. Motion by Debi to accept this amendment for the Library Public Posting Policy and the amendment to the by-laws for Article XIII and Article XV. Seconded by Dustin. All ayes, none opposed, motion carried.

Other – Debi asked about Cheryl's review. David said it is still in progress. He and Joan talked about it today and he will repair it tomorrow and send it out to all board members at that time. Debi questioned how the closed session works. Discussion followed. David said the consensus is the board needs an additional meeting in October to prepare for the director's review in November and Cheryl was directed to include that on the September agenda. More discussion followed. David said the review would be sent to the board members in the next couple days as well as to Cheryl.

Trustee Education – nothing.

Director's Report – report attached. Discussion followed.

Other – Joan explained why she abstained from voting on the Wightman Proposal. She said that she has always been in favor of something being done in the back of the building but she "gets a bad feeling in her

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stomach" spending that much of the taxpayer's money. She would feel better if the board could hire someone that seeks grants like the village did, and the DDA got that grant for Chamberlain Path. Cheryl said she has looked for grants but can't find anything for the parking lot, but if you wanted to do a story book lane, there is money for that. Discussion followed. David said perhaps some part of the project can be underwritten by a foundation. Brandi suggested fundraising. Julie said she had no idea that the cost to engineer a project was that much money. Discussion followed.

Joan asked about the repairs, the painting, of the back doors. Cheryl said she had someone lined up to paint them but it snowed on Halloween so now it will need to wait until spring. Joan asked about having all the white paint that was spilled on the rocks and brick at the back entrance. Cheryl said she doesn't think Phil has a plan and she doesn't know what to do about it. Discussion followed.

New Business:

Other –

Motion to adjourn by Joan at 7:46 p.m.; seconded by Brandi, all ayes, none opposed, motion carried.

At 7:47 David called the library board back into session. Due to vacations resulting in the inability of having a quorum in February that regularly scheduled board meeting will not be held. Motion by David to pre-approve the payment of bills in February, seconded by Debi, all ayes, none opposed, motion carried. Motion by Dustin to adjourn at 7:48, seconded by Debi, all ayes, none opposed, motion carried.

Next regular meeting: Tuesday, March 10, at 6:30 p.m.