

**SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, March 26, 2018**

President: Linda Hamilton
Vice-President: Deborah Mroz
Treasurer: W. David McNeill
Secretary: Amy Randall-Ray
At large: J. Bernardino, J. Quigly, J. Salvatore
Director: Donna Olson

Minutes of the Regular Meeting of March 26, 2018.

A. Call meeting to order and verify quorum.

President Hamilton called the meeting to order at 7:00 PM in the meeting room of the Salem-South Lyon District Library. Present: Hamilton, Mroz, J. Bernardino, J. Quigly, A. Randall-Ray, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson. Absent (excused): D. McNeill

Visitors: Ted Barker, Shaw Construction
Ron Cieslak, Merritt Cieslak Design
Kyle Haning, Library Design
Thomas Kernanen, Clark Hill PLC.
Amber King, President of the Friends of the SSLDLentative
K. Yergin, CSR, Literacy Team Member

B. Approval of Agenda

J. Salvatore motioned to approve the agenda, seconded by J. Quigly. Motion carried unanimously.

C. Approval of Draft Minutes from February 26, 2018 Meeting

Motion to approve the minutes from the February 26, 2018 Board Meeting was made by A. Randall-Ray, seconded by D. Mroz. Motion carried unanimously.

D. Introduction of Guests

Director Olson introduced the guests.

E. Public Comment

None.

F. Presentation

1. Mr. Thomas Kernanen presented a second draft of A1A Document A133 -2009 Draft of Standard Form of Agreement Between Owner and Construction Manager as Constructor. Mr. Kernanen spoke on the various legalities regarding all aspects of the document.
2. Ted Barker presented his business experience as it pertains to the General Construction manager duties and his opposition to a construction management agreement which would include liquidated damages.

J. Bernardino moved to execute the Construction Manager Contract without liquidated damages in the spirit of good will; A. Randall-Ray seconded the motion. The motion carried unanimously.

3. Ron Cieslak reported the preliminary site plans were approved with Salem Township and he can proceed with the final site plans. The future gravel parking lot was removed from the plans.

Ron reported the Salem Township Planning Commission asked if the library would consider adding an asphalt sidewalk to the building plans (which would connect to the bike path).

After discussion, D. Mroz made a motion for the amount not to exceed \$15,000 in order to connect the bike path (with the bike rack) to the library. L. Hamilton seconded the motion. The motion carried unanimously.

J. Bernardino proposed to represent the SSLDL and to speak at the Township Board Meeting on behalf of the library regarding the bike path and possible cooperation with cost sharing by the Township government. The board was grateful to Janet for her commitment on this issue.

Mr. Cieslak also reported on the HVAC plans with regard to the expansion. It is most cost effective to proceed with 3 separate furnaces (housed inside) with 3 condenser units (housed outside).

4. Kyle Haning of Library Design reported on changes in the expansion plans. The present doorway into the meeting room will function as storage area. Pres. Hamilton asked that if any board members would like to attend the discussions with Library Design to notify Director Olson.

G. Friends of the Library Report

Amber King presented the Library with the Friends 2018 Large donation in the amount of \$19,200.00. Amber explained the Friends would like their donation to be focused and allocated to a reading area in the expansion.

J. Quigly motioned to accept the Friends gift of \$19,200.00 and to work in friendly cooperation with the SSLDL Board in the naming of a reading area. J. Bernardino seconded the motion. The motion carried unanimously.

H. Financial Report

Acceptance for the February 2018 Financial Report

Motion to accept the financial statements from February 2018 was made by J. Bernardino, seconded by J. Salvatore. Motion carried unanimously.

I. Approval for Payroll Report for February 2018

Motion to approve Pay #3 & 4 (calendar), fiscal Pay#16 & 17 was made by J. Salvatore, seconded by D. Mroz. Motion carried unanimously.

J. Approval for Board Review of Bills and Credit Purchases for February 2018

Motion to approve checks 15681-15712 and credit card purchases was made by A. Randall-Ray, seconded by J. Salvatore. Motion carried unanimously.

K. Director Report

Report filed.

L. Staff Reports:

Adult Services Report
Submitted for board review and filed.

PR/Marketing Report
Submitted for board review and filed.

Property Maintenance Report
Submitted for board review and filed.

Technology Report
Submitted for board review and filed.

Youth Services Report
Submitted for board review and filed.

M. Committee Reports:

- Advocacy/Fundraising:
No update.
- Facilities Committee:
See Agenda items.
- Policy Committee:
Upcoming meeting in April.
- Budget Committee:
See Agenda items.
- Long Range Planning
No update at this time.
- Professional Development
No update at this time.

N. Correspondence & Communications

O. Old Business

1. Update on Shaw Contract

- i. Shaw Contract
Covered in prior agenda item.
- ii. Insurance Policies

Director Olson has contacted Decker Insurance Agency, and will be providing them with the Shaw contract when it is completed. The library will be listed as an “Additional Insured” on the construction manager’s insurance certificate. Director Olson will also contact Decker regarding a quote for construction liability insurance.

2. Children’s Expansion

i. Cieslak Invoices

J. Salvatore motioned to approve Merritt Cieslak Design Invoices #3072, 3076, 3085; A. Randall-Ray seconded the motion. The motion carried unanimously.

- ii. HVAC
Covered in prior agenda item.

iii. Review project and bond approved total dollar amounts

J. Bernardino reviewed with the board the total expansion cost was approved on October 30, 2017 for \$1.2 million dollars and the total bond amount of \$900,000.00 was approved on November 27, 2017.

3. Update on the Bond Resolution

David has contacted Clark Hill regarding the necessity of having a finalized bond resolution for April. The bond life will be 15 years.

P. New Business

1. Initial review of draft budget for fiscal year 2018-2019.

2. Friends Lump Sum Gift
Covered in prior agenda item.

3. Alan's Asphalt Bi-Annual Service Contract

It was determined to forgo the asphalt coating until after the expansion is complete.

Q. Board Comments

Amy Randall-Ray thanked L. Hamilton and the rest of the board for the commitment to this process. J. Salvatore thank the Friends of the Library for their generous gift.

R. Adjournment:

The meeting was adjourned at 8:59 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held on March 26, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting

Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Respectfully submitted,
Kathleen Hutchinson, Recording Secretary
A. Randall-Ray, Library Board Secretary