

MINUTES OF JANUARY 21, 2019, REGULAR MEETING
BENZIE SHORES DISTRICT LIBRARY BOARD

The meeting was called to order at 9:30 AM by Jon Armstrong at the BSDL.

Present: Trustees – Jon Armstrong, Jon Hawley, Brian Johnson, Jim Larsen, Pam Radabaugh, and Jennie Schmitt; Stacy Pasche, Library Director.

Absent: Trustee Ginny Freeman

Approval of Agenda: Motion by Jon Hawley/Radabaugh to approve the agenda as presented. Motion carried.

Public Input: None

Approval of Minutes: Motion by Jennie Schmitt/Brian Johnson to approve the minutes of the December 17, 2018, board meeting as written. Motion carried.

Treasurer's Report: Motion by Jennie Schmitt/Jim Larsen to approve the December treasurer's report as presented. Motion carried.

Approval of Monthly Bills: Motion by Jon Hawley/Jennie Schmitt to authorize the December disbursements as listed and attached. Motion carried.

Library Director's Report: Stacy Pasche reported on the month of December.

Committee Reports:

1. None

Business:

1. A motion was made by Pam Radabaugh/Jennie Schmitt to replace the circulating pump assembly for the boiler. Estimated cost \$2300. Motion passed.
2. Discussion of the Quinn Evans Architects Proposal for the renovation and expansion of the Benzie Shores District Library.

The overall feeling of the board was the QEA proposal was broad and covered a wide scope of scenarios and services. The QE architects assigned to this proposal have impressive portfolios. QEA has a good reputation and has done several local projects. The board feels confident in QEA's ability to provide design and construction management services for the proposed project. The board does not feel the need to seek another architect.

The board identified the following questions for the architect:

1. When would QEA expect money for services?
2. The time frame in the proposal does not allow for a 2019 construction date. City approval is needed, as well as fundraising time. Ideally, bids for construction would go out fall of 2019 with the hope of construction beginning spring of 2020.
3. A few typos need attention in the proposal.
4. We can't sign the full proposal for services at this time. We will ask QEA for a separate proposal for just TASK 1: Design (\$16,000). This is necessary for a few reasons:
 - a. It is difficult to fundraise without drawings.
 - b. If funding does not materialize, we may not be able to proceed.
 - c. We cannot proceed until we have the city's approval, which would also require a design.
5. What is the best approach to coordinate a design timeframe with City Council?
 - a. The library cannot sign a proposal/contract until after we speak with City Superintendent Josh Mills and Mayor Katie Condon. The approach agreed upon was that Jon Armstrong will set up a meeting with Josh/Katie and the building committee prior to the architect's meeting on January 30th.
The intent of the meeting is to tell Josh/Katie we would like to move forward with expansion plans and do they have input or questions for the architect.
Potential funders of the project wish to remain anonymous for as long as possible.

The board will hold a special meeting on Monday, February 4, 2019 at 9:30 a.m. as a follow-up to the January 30th meeting with the architect and to consider the approval of the design proposal.

Action Items:

Jon Armstrong will set up a meeting with building committee members and Josh Mills/Katie Condon.

Stacy Pasche will send meeting minutes from the January 21, 2019 to the board as soon as possible.

The meeting adjourned at 10:25 AM.

Respectfully submitted,
Stacy Pasche, Library Director