

Reed City Area District Library Board Meeting  
Joint New Facility Meeting  
Monday, July 27, 2015; 6 p.m.  
RCADL Community Room

Present:

Christine Cox, President, Reed City  
Mary Neal, Treasurer, Reed City  
Edie Betzing, Richmond Township  
Twila Betzing, Lincoln Township  
Terry Blood, Richmond Township  
Tom Burnosky, New Facility Committee  
David Bisbee, Reed City City Council  
Heather Symon Bassett, Library Director  
Dean DeKryger, DK Design  
Dennis Meekhof, DK Design  
Maureen Watson, New Facility Committee

Absent:

Bette Newell, Secretary, Lincoln Township  
Phil Noreen, Vice President, Reed City.

1. Call to Order

The meeting was called to order by Christine Cox at 6:05 p.m. A quorum was present.

2. Approval of Agenda

A motion was made by Edie Betzing and seconded by Terry Blood to approve the agenda with the addition of Item 6, D, 4. Consider approval of bank RFP regarding new building project. It passed.

3. Approval of previous minutes

A motion was made by Edie Betzing and seconded by Terry Blood to approve the minutes of the 6/29/15 Board meeting as presented. It passed. A motion was made by Terry Blood and seconded by Mary Neal to approve minutes from the 7/7/15 Special Board meeting as presented. It passed.

4. Citizen's Requests/Public Comment

Christine Cox noted that David DeWinter completed trimming, sweeping, and root removal from discarded shrubs around sidewalk area at future library and how nice it looks.

5. Finance Report

A. Approval of Bills

A motion was made by Edie Betzing and seconded by Terry Blood to approve the bills as presented. It passed. The revised subtotal for the regular bills was \$2,013.59 and the New Facility bills subtotal was \$16,497.41. The total for the bills was \$18,511.00. A motion was made by Terry Blood and seconded by Twila Betzing to approve fees for employee direct deposits. A roll call vote was taken: Yeas: Christine Cox, Edie Betzing, Twila Betzing, Terry Blood, Mary Neal. Nay's: None. Mary Neal provided forms to effectuate direct deposit. She also noted that work continues to complete the transfer of accounting services to Crossroads Business Services, LLC from the City of Reed City.

B. Christine Cox reported that the online Huntington account may have to be

closed and reopened if signatories cannot be changed on the present account at Huntington Bank to facilitate online donations. The most recent

account balance is \$ 344.54.

- C. Mary Neal reported the Lake Osceola State Bank (LOSB) operations account was \$ 34,383.75 after bills approved at the meeting were deducted. Heather Symon Bassett reported that the letter regarding establishing online access had been received, but the corresponding e-mail with password information had not. Heather will contact LOSB regarding the same.
  - D. Mary Neal reported that the complete construction funds had been transferred from the City of Reed City city held Library account to the Library's construction account at LOSB. That deposit was \$ 71,238.50.
  - E. Heather Symon Bassett reported that a bill and policy for property and liability Insurance through Municipal Underwriter's of Michigan was submitted after bills had been reviewed. A motion was made by Edie Betzing and seconded by Mary Neal to authorize payment of the bill in the amount of \$ 2,217.00 and sign paperwork to renew the policy excepting the optional terrorism coverage. A roll call vote was taken: Yeas: Christine Cox, Edie Betzing, Twila Betzing, Terry Blood, Mary Neal. Nay's: None.
6. Committee Reports
- A. Finance Committee  
None.
  - B. Director's Evaluation Committee  
Tom Burnosky reported that the online director evaluation invitations were sent and that all responses will be anonymous. The deadline is as soon as possible.
  - C. Personnel and Policy Committee  
Christine Cox presented policy updates. It was decided to table most new policy updates until the 8/31/15. A motion was made by Edie Betzing and seconded by Terry Blood to accept ACH and Electronic Transactions policy as presented adopt basic formatting changes discussed and change the the operations policy manual from "Reed City Area District Library Policy Manual" to "Reed City Area District Library Operations Manual."
  - D. New Facility Committee  
Christine Cox reported that the Warrantee Deed to transfer the ownership of the 829 S. Chestnut property from the City of Reed City to the Reed City Area District Library had been recorded. Maureen Watson reported proceeds in support of the New Library Project from the Garden Walk and Garage Sale fundraisers to be just over \$ 1,200 and \$ 500 respectively. She also requested names be forwarded to her for anyone interested in participating in a home tour as a fundraiser and relayed Bette Newell's request that the "Ways To Donate" forms be passed along to area class reunion groups. Terry Blood will contact Joe Kaverman as a contact for the Class of 1970 and Heather Symon Bassett will inquire regarding having materials at the Crossroads Festival in the All Class Reunion beer tent after the car show. Heather also indicated that an additional donation had been made in support of the Garden Walk fundraiser to add to the total reported. A motion was made by Twila Betzing and seconded by Terry Blood to approve the Request for Proposals regarding construction loan(s) as presented. It passed. Christine Cox reported that borings were completed by AKT Peerless and a report should be available at the next board meeting.
7. Director's Report
- Heather Symon Bassett reported that the Summer Reading Program has similar participation to the previous year and that programs and other component pieces of the program have been successful. Heather also noted her authority to hire staff as indicated in Board Bylaws. She informed the Board that she would like to hire a previous Experience Works staff at the Library as an on call staff for the Library, with which the Board was in informal agreement.

## 8. Old Business

- Dennis Meekoff and Dean DeKryger have presented updated schematic drawings and the following items were discussed with the Board as related to the request for bids from contractors and/or building considerations.
- DK Design reported they could put contractor bids out by 8/3/15 and due by 8/17/15 and anticipate the project to take 3-4 months to complete.
- The Board indicated they would not like a liquidated damage clause in bids.
- DK Design reported the contractors will need to be bonded because the scope of The project exceeds \$ 50,000.
- Edie Betzing shared a municipal publication that suggested that while a public entity could be tax exempt, a construction project may not be for that entity. It is still desirable as it is available for supplies, but will not be included in the bid request as a requirement.
- It was discussed that State and/or Federal funds will not be utilized for this project and prevailing wages does not need to be a requirement.
- The Board was in agreement with requesting contractor insurance of \$ 2 million and additionally seeking a quote(s) on "Builder's Risk" insurance.
- The Board was in agreement with not posting the project on the builder's exchange.
- A mandatory pre-bid meeting was recommended by DK Design and agreed to by the Board on 8/6/15 and will be at 10:00 am.
- It was agreed that DK Design will forward an ad regarding contractor bids in a local newspaper for a period of two weeks.
- DK Design reported that this project could not be completed in phases and that it was more advisable to select from higher and lower cost options for the project.
- David Bisbee reported that he would pay for a urinal in the men's restroom if the room were plumbed for its installation.
- Tom Burnosky noted the importance of technology infrastructure for a Library and DK Design will check into best options for installing conduit and a data hub.
- DK Design agreed to find the power source circuit for the Library sign area and make sure it is maintained for future access of electric.
- The Board agreed that three air conditioning units were sufficient and that no protective enclosure would be needed around them.
- DK Design will consider reuse of automatic door and if it is not reusable, provide quotes as an optional item.
- It was generally agreed that DK Design would provide copies to all contractors requesting a \$ 25 refundable fee if the schematic designs were returned.

A motion was made by Edie Betzing and seconded by Terry Blood to remove the St. Philip's Catholic School sign from above the door, but keep the cornerstone intact. A roll call vote was as follows: A roll call vote was taken: Yeas: Edie Betzing, Twila Betzing, Terry Blood, Mary Neal. Nay's: Christine Cox.

## 9. New Business

None.

## 10. Adjournment

A motion was made by Terry Blood and seconded by Edie Betzing to adjourn the meeting. It passed. Meeting adjourned at 9:12 p.m.

Respectfully submitted,  
Heather Symon, Director

Next regular meeting of the RCADL Board will be August 31, 2015 at 6 p.m. in the RCADL Community Room.

Approved 8/31/15