Minutes of the Regular Monthly Meeting of the
Alpena County George N. Fletcher Public Library
Board of Trustees

Call to Order: A meeting of the Alpena County Library Board of Trustees was called to order on Wednesday, April 21, 2021, at 4:02 p.m. by Vice-President Ron Meneghel.

Present:
Via Videoconference:
   Trustees: Michelle Cornish, Mark Hunter, Quintin Meek, Ron Meneghel
   Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther, Sara Grochowski, Nancy Mousseau

Absent: Joseph Garber

Minutes: It was moved by Meek with support from Cornish to approve the minutes from the March 17 regular board meeting. The motion passed.

Treasurer’s Report: The Treasurer's Report was reviewed. It was moved by Hunter with support from Cornish to accept the report as presented, subject to final audit. The motion passed.

Review and Approval of Bills: It was moved by Cornish and supported by Meek that both sets of bills as presented be approved. The motion passed.

Friends Report: No Friends representation. Magness-Eubank reported that the Friends have agreed to provide funding towards the pick-up locker system and books for the Summer Book Club. He added that they will be electing new officers in May.

Old Business:

A. Building Project
   a. Revision in Project Schedule- Magness-Eubank reported that the date of completion has been pushed back to the first week of August due to delays with the location of the oil separator for the elevator and the electrical system. He is confident this will not cause a delay in opening to the public.
   b. FFE Package- Magness-Eubank shared the package is almost finalized at $295,000 and ordering can begin soon.
   c. Building Project Issues
      i. Electrical/Data Systems Change Order- Magness-Eubank reviewed the requested change order. It was moved by Hunter with support from Cornish to approve the change order totaling $6,769.40. The motion passed. A copy of the change order is attached to the minutes.
      ii. Elevator- Magness-Eubank stated that the issues with the location of the oil separator and the fire rating of the doors have been resolved. The estimated cost
for the change will be $3300. A formal change order has not been finalized.

iii. **Mechanical/Ductwork**- A correction to the ceiling in the back stairwell is needed as it is an emergency exit and requires a higher fire rating. The estimated cost for this correction is $11,000.

iv. **Locker System**- Magness-Eubank shared that a grant has been received from the Community Foundation for Northeast Michigan to help with the purchase of an automated locker system for materials pick-up. The Friends of the Library will pay the balance not covered by the grant.

v. **Windows on the Bridge**- With the addition of the new ramp, some of the windows on the east side of the bridge will need replacing. Magness-Eubank added that additional windows on the bridge will need to be replaced due to broken seals. The cost for these replacements will be $4,620.

vi. **Ramp on the Bridge**- Magness-Eubank reported that quotes from commercial vendors for the railing have been around $12,000. He is in contact with a local blacksmith about the possibility of the creation of an art piece that will also function as the railing and may cost less.

vii. **Other**- The revised change order for revisions to the ramp, drywalling, hardware changes, and floor removal for the storm drain repair in the amount of $6,741.21 was reviewed. It was moved by Hunter with support from Meek to approve the order. The motion passed. A copy of the signed order is attached to these minutes.

d. **Library Move**- Magness-Eubank has advised Corrigan movers on the delay in project completion. They will adjust their calendar.

c. **Special Collections Donation**- A recommendation for a naming opportunity for a major gift towards the renovation of Special Collections was presented. It was moved by Cornish with support from Meneghel to authorize Magness-Eubank to offer the naming opportunity to the donor. The motion passed with Hunter abstaining. A formal gift agreement will be drawn up and presented to the board for approval once the donor accepts.

e. **Approval of Construction Bills**- A resolution was presented for board approval to direct the Alpena County Building Authority to pay bills related to the construction project in the amount of $193,569.10. It was moved by Hunter with support from Meek to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

B. **2021 First Quarter Budget Adjustments:** Magness-Eubank presented and reviewed the recommended adjustments. It was moved by Hunter with support from Cornish to accept the adjustments as presented. The motion passed.

**New Business:**

A. **In-Service Day**- Magness-Eubank reported that he is working to set a date in June for an all-staff in-service. He will have the date finalized for approval at the May meeting.
Development Report: Luther reviewed the written report.

Adjournment: Vice-President Meneghel declared the meeting adjourned at 5:07 p.m. The next regular meeting will be Wednesday, May 19, at 4:00 pm.

Respectfully submitted,

Mark Hunter
Secretary
(signed by Jessica Luther on behalf of Mark Hunter
due to COVID-19 restrictions)

Jessica Luther
Recording Secretary
At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 21st day of April, 2021 at 4 PM Eastern time via videoconference in Alpena, Michigan, there were:

Present: Ron Meneghel, Mark Hunter, Michelle Cornish and Quintin Meek

Absent: Joseph Garber

The following preambles and resolutions are offered by Mark Hunter and seconded by Quentin Meek.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the Building Authority of Alpena County to pay Application for Payment No. 7 from Meridian Contracting Services in the amount of $181,052.10 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 35100 to Quinn Evans In in the amount of $12,017.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the transfer of $500.00 from the Library General Fund to the building authority of Alpena County to pay the annual banking fee from Huntington Bank.

The Sum Total of all of these transactions amounts to $193,569.10 from the Building Authority

YES: Meneghel, Hunter, Cornish, Meek

NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Director of the Alpena County George N. Fletcher Public Library, certifies that the foregoing is a true and complete copy of a resolution duly adopted by this board at a regular meeting held on the 21st day of April, 2021, at which a quorum was present and remained throughout and that an original thereof is on file in the records of this Board. I further certify the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or been made available as required thereby.

DATED: April 21, 2021
# CHANGE ORDER

**From:** Meridian Contracting Services, LLC  
304 W. Chisholm St.  
Alpena, MI 49707  
(989) 354-4825

**To:** Jacqui Cotaianni  
Quinn Evans  
219 1/2 N. Main St.  
Ann Arbor, MI 48104

<table>
<thead>
<tr>
<th>Project Number:</th>
<th>929-2020</th>
<th>Change Order Number:</th>
<th>063 rev</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description:</td>
<td>Alpena County Library</td>
<td>Change Order Date:</td>
<td>04/21/21</td>
</tr>
<tr>
<td>Project Location:</td>
<td>211 N. Second Ave, Alpena MI 49707</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The contractor and the owner hereby agree to make the following changes in the scope of work and associated cost adjustments as noted below:

### Door and Hardware Changes:
- Original door and hardware changes during submittal phase (see attached email)  
  $5,729.42
- Custom match wood door finish (see attached email)  
  $763.20  
  $6,492.62

### Deduct for Masonry Removed By Asbestos Abatement Contractor:
- Deduct for masonry removed by abatement contractor, disposal by Meridian  
  $-8,363.00

### Floor Removal and Replacement for Storm Drain Repair:
- Labor  
  20.5 hrs @ $45/hr  
  $922.50
- Material  
  5 bags quickrete  
  $34.73  
  $957.23

### Add Curb and Stainless Railing at Ramp:
- Install 2x4 blocking - 2 runs  
  64' @ $1.37/lf  
  $87.68
- Material - 2x4 spf  
  64' @ $0.91/lf  
  $56.24
- Material - concretes anchors  
  17ea @ $2.23/ea  
  $37.91
- Install 1x4 trim  
  32' @ $1.37/lf  
  $43.84
- Material - 1x4 spf  
  32' @ $0.63/lf  
  $20.16
- Material - fasteners  
  32' @ $0.12/lf  
  $3.84
- Fabricate and install 5/4" hr cap trim  
  32' @ $3.43/lf  
  $109.76
- Material - 5/4 x 6 oak  
  32' @ $10.00/lf  
  $204.16
- Install vinyl base  
  64' @ $2.00/lf  
  $128.00
- Material - vinyl base  
  64' @ $1.89/lf  
  $120.96
- Finish 5/4" cap trim  
  32' @ $1.67/lf  
  $53.93
- Material - stain  
  1qt @ $9.52/ea  
  $9.52
- Material - varnish  
  1qt @ $10.73/ea  
  $10.73
- Install stainless handrail - floor mount  
  32' @ $10.00/lf  
  NIC
- Install stainless handrail - wall mount  
  32' @ $5.00/lf  
  NIC
- Material - MCM Stainless  
  NIC  
  $874.16

### Deduct Suspended Slab at Bridge:
- Delete metal decking installed in bridge  
  -238sf @ $5.81/sf  
  -$1,382.78
- Delete suspended slab at seating area  
  -238sf @ $10.26/sf  
  -$2,461.88  
  -$3,844.66

### Additional Furring, Insulation, and Drywall:
- First floor columns to bury fire alarm conduit  
  Furring  
  304sf @ $1.00/sf  
  $304.00
  Material  
  304sf @ $1.06/sf  
  $322.24
  Drywall  
  304sf @ $1.75/sf  
  $532.00
- First floor, no insulation - Work Room 107 south, Staff Vest 114 east  
  Furring  
  241sf @ $1.00/sf  
  $241.00
  Material  
  241sf @ $1.06/sf  
  $255.46
  Drywall  
  241sf @ $1.75/sf  
  $421.75
- First floor with 2" rigid insulation - Work Room 107 west, north  
  Furring  
  446sf @ $1.00/sf  
  $446.00
<table>
<thead>
<tr>
<th>Material</th>
<th>446sf @ $1.06/sf</th>
<th>$472.76</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&quot; rigid insulation Material</td>
<td>446sf @ $.65/sf</td>
<td>$289.90</td>
</tr>
<tr>
<td></td>
<td>446sf @ $1.15/sf</td>
<td>$512.90</td>
</tr>
<tr>
<td>Drywall</td>
<td>446sf @ $1.75/sf</td>
<td>$780.50</td>
</tr>
<tr>
<td><strong>Second floor, no insulation - Reading Room west, Corr 217 west, Server Room 218 north, east, south</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furring</td>
<td>826sf @ $1.00/sf</td>
<td>$826.00</td>
</tr>
<tr>
<td>Material</td>
<td>826sf @ $1.06/sf</td>
<td>$875.56</td>
</tr>
<tr>
<td>Drywall</td>
<td>826sf @ $1.75/sf</td>
<td>$1,445.50</td>
</tr>
</tbody>
</table>

| Sub Total:                   | $5,881.92        |
| Margin at: 15%               | $879.29          |
| Administrative fee:          | $0.00            |
| **Total Cost:**              | $6,741.21        |

| Previous Contract Amount:    | $2,741,074.98    |
| Cost of this change:         | $6,741.21        |
| Revised Contract Amount:     | $2,747,816.19    |

**Accepted by:**

Architect: [Signature]

Owner: [Signature]

Contractor: [Signature]
CHANGE ORDER

From: Meridian Contracting Services, LLC
304 W. Chisholm St.
Alpena, MI 49707
(989) 354-4825

To: Jacqui Colaianni
Quinn Evans
219 1/2 N. Main St.
Ann Arbor, MI 48104

Project Number: 929-2020
Project Description: Alpena County Library
Project Location: 211 N. Second Ave, Alpena MI 49707

Change Order Number: 004 rev
Date: 04/21/21

The contractor and the owner hereby agree to make the following changes in the scope of work and associated cost adjustments as noted below:

Bulletin #3 Electrical Changes -
John’s Electric - see attached proposal - revised per Eric $6,154.00

Sub Total: $6,154.00
Margin at: 10%
Administrative fee: $0.00
Total Cost: $6,769.40

Previous Contract Amount: $2,747,816.19
Cost of this change: $6,769.40
Revised Contract Amount: $2,754,585.59

Accepted by:
Architect: [Signature]

Owner: [Signature]

Contractor: [Signature]
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skim &amp; sand concrete ceiling flats only - first floor - quoted</td>
<td></td>
<td></td>
<td>1727</td>
</tr>
<tr>
<td>Change door and frame former jan closet - first floor - quoted</td>
<td></td>
<td></td>
<td>1983</td>
</tr>
<tr>
<td>Book return slot material only (we buy door, frame, and install all)</td>
<td></td>
<td></td>
<td>741</td>
</tr>
<tr>
<td>Additional shelving at first floor circ desk</td>
<td></td>
<td></td>
<td>1114</td>
</tr>
<tr>
<td>Bridge Windows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpena Glass - tempered (must)</td>
<td>1</td>
<td>1280.00</td>
<td>1280</td>
</tr>
<tr>
<td>Alpena Glass - seal failures (option)</td>
<td>1</td>
<td>4620.00</td>
<td>4620</td>
</tr>
<tr>
<td>Must be done. Code requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut out existing caulk and recoakul exterior</td>
<td>32</td>
<td>45.00</td>
<td>1620</td>
</tr>
<tr>
<td>Labor</td>
<td></td>
<td>7.66</td>
<td>184</td>
</tr>
<tr>
<td>Material - caulk</td>
<td></td>
<td></td>
<td>212</td>
</tr>
<tr>
<td>Need to know if you want to do this</td>
<td></td>
<td></td>
<td>8,565</td>
</tr>
<tr>
<td>Roof access ladder</td>
<td>6</td>
<td>45.00</td>
<td>304</td>
</tr>
<tr>
<td>Material - Superior plus tax</td>
<td>1</td>
<td>731.40</td>
<td>731</td>
</tr>
<tr>
<td>Provide mini split system HVAC for elevator machine room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weinkauf - split system for e machine</td>
<td>1</td>
<td>6400.00</td>
<td>6400</td>
</tr>
<tr>
<td>John's Electric - power for split system</td>
<td>1</td>
<td>1207.00</td>
<td>1207</td>
</tr>
<tr>
<td>$6,368</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relocate elevator oil interceptor to exterior</td>
<td>1</td>
<td>2720.00</td>
<td>2720</td>
</tr>
<tr>
<td>Meridian - cut and patch floor for interceptor</td>
<td>6</td>
<td>45.00</td>
<td>270</td>
</tr>
<tr>
<td>Material - bag mix</td>
<td>8</td>
<td>8.76</td>
<td>81</td>
</tr>
<tr>
<td>Fire rated ceiling assembly at employee vest 114, emp stair, corr 217</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R&amp;D existing drywall - first floor</td>
<td>141</td>
<td>1.17</td>
<td>166</td>
</tr>
<tr>
<td>Dispose</td>
<td>1</td>
<td>40.00</td>
<td>23</td>
</tr>
<tr>
<td>R&amp;D existing drywall grid - first floor</td>
<td>141</td>
<td>0.23</td>
<td>39</td>
</tr>
<tr>
<td>Dispose</td>
<td>1</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>Install CH shaftwall framing and panels - both floors</td>
<td>322</td>
<td>1.53</td>
<td>554</td>
</tr>
<tr>
<td>Material - building express</td>
<td>1</td>
<td>984.34</td>
<td>984</td>
</tr>
<tr>
<td>Drywall ceilings</td>
<td>322</td>
<td>1.75</td>
<td>564</td>
</tr>
<tr>
<td>Prime &amp; paint 2nd floor only</td>
<td>181</td>
<td>0.75</td>
<td>153</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>176</td>
</tr>
<tr>
<td>Description</td>
<td>Unit</td>
<td>Quantity</td>
<td>Rate</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>Material - primer</td>
<td>gal</td>
<td>1</td>
<td>27.00</td>
</tr>
<tr>
<td>Material - paint</td>
<td>gal</td>
<td>1</td>
<td>38.00</td>
</tr>
<tr>
<td>Install 3 fire rated access panels</td>
<td>hrs</td>
<td>2</td>
<td>45.00</td>
</tr>
<tr>
<td>Material - building express - fire rated ea</td>
<td>ea</td>
<td>3</td>
<td>138.86</td>
</tr>
<tr>
<td>John's Electric - relocate boxes, lite ki</td>
<td>ea</td>
<td>1</td>
<td>429.00</td>
</tr>
<tr>
<td>Delete suspended ceiling - 217</td>
<td>sf</td>
<td>181</td>
<td>-5.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lockers Wiring**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Rate</th>
<th>Hours</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>John's Electric - data and power</td>
<td>lot</td>
<td>1</td>
<td>996.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>996</td>
<td>1096</td>
</tr>
</tbody>
</table>

Total Cost: **$31,127**