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, August 18, 2021, at 4:03 p.m. by President Joseph Garber.

Present:
Board of Trustees: Michelle Cornish, Joseph Garber, Mark Hunter, Quintin Meek, Ron Meneghel
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther, Nancy Mousseau
Friends of the Library: Karen Grochowski
Guest: Chelsea McConnell, Straley, Lamp, and Kraenzlein

Garber reordered the meeting agenda to move the 2020 Audit to the front of the meeting.

2020 Audit: McConnell presented the findings of the 2020 audit to the board. The board will review and vote to accept the findings at the September regular meeting.

(Resumption of agenda)

Minutes: It was moved by Meek with support from Cornish to approve the minutes of the July 17, 2021, regular meeting of the Board of Trustees. The motion passed.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed it to be filed as presented subject to final audit.

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

Friends of the Library Report: Grochowski shared that they held their first in-person meeting and that they are working on a possible merchandise fundraiser through Family Enterprise.

Old Business:

A. Employment Policy Review: A draft of the revised policy was shared with the Board and the Library staff with a deadline for comments set for September 3. The Library’s Personnel Committee will review the comments and present their recommendations to the board in September with a projected approval timeline set for October.

B. Building Project
   a. Project Schedule- Magness-Eubank reported that the inspection of the HVAC system and boiler is scheduled for August 19. He anticipates that the building will be substantially completed September 2-3 and the furniture and shelving will be installed
September 8-17.

b. **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 $347,919.40. It was moved by Meneghel with support from Hunter to approve the resolution. The motion passed. A copy of the signed full resolution is attached.

c. **Special Collections Donation**- Magness-Eubank shared that he’s awaiting a proposal from the donor.

d. **Library Move & Reopening**- Magness-Eubank reported that Corrigan is not available until the end of September which would schedule the move back into the Library building from September 28-October 8.

e. **Surplus Property**- Magness-Eubank stated there are no updates.

C. **Thunder Bay National Marine Sanctuary Agreement**- Magness-Eubank reported that there are no updates on the formal agreement. He shared that the grant paperwork for $15,000 from the National Marine Sanctuary Foundation has been received and the funds are forthcoming.

D. **Custodial Position**- Magness-Eubank shared that the position has been filled.

E. **2021 Budget Adjustments**- A draft presentation of adjustments to the 2021 budget was shared. Revisions will be made by Magness-Eubank and DeCaire to be shared with the board for approval at the September meeting.

F. **Superiorland Board Nomination**- Magness-Eubank recommended that Luther be nominated to the board of the Superiorland Library Cooperative. It was moved by Meneghel with support from Cornish to accept the recommendation. The motion passed.

**New Business:**

A. **Budget Process 2022**- DeCaire and Magness-Eubank are discussing the budget and timeline. Their goals are to have the non-personnel expenses completed in September and the personnel portion, including health insurance in October. The entire budget will be ready to present at the November meeting. Magness-Eubank suggested forming a Library Finance and Budget Committee to aid in the process.

**Development Report:** Luther reviewed the written report and added that the grant request submitted to the Library of Michigan’s for new public computers was successful.

**Adjournment:** President Garber declared the meeting adjourned at 5:43 p.m. The next regular meeting will be Wednesday, September 15, at 4:00 pm.

Respectfully submitted,

Mark Hunter
Secretary

Jessica Luther
Recording Secretary
At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 18th day of August, 2021 at 4 PM Eastern time at the Besser Technical Center Room 106 at the Alpena Community College in Alpena, Michigan, there were:

Present: Joseph Garber, Ronald Meneghel, Mark Hunter, Michelle Cornish, Quintin Meek

Absent: NONE

The following preambles and resolutions are offered by Meneghel and seconded by Hunter:

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. 11 from Meridian Contracting Services in the amount of $346,255.20 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 35765 to Quinn Evans in the amount of $1,664.20

The Sum Total of all of these transactions amounts to $347,919.40 from the Building Authority

YES: Garber, 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 18th day of August, 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: August 18 2021

Library Director
APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Alpena County Library
Attn: Eric Magness-Eubank
211 N. Second Ave
Alpena, MI 49707

FROM CONTRACTOR: Meridian Contracting Services, LLC
304 W. Chisholm
Alpena, MI 49707

PROJECT: Alpena County Library Renovations
211 N. Second Ave
Alpena, MI 49707

VIA ARCHITECT: Quinn Evans
219 1/2 N. Main St.
Ann Arbor, MI 48104

APPLICATION NO.: Eleven
PERIOD TO: 08/12/21
PROJECT NO: 929-2020
CONTRACT DATE: 08/13/20

CONTRACTOR’S APPLICATION FOR PAYMENT

Application is made for payment as shown below, in connection with the contract.
Continuation Sheet, AIA Document G703, is attached.

1 ORIGINAL CONTRACT SUM .......................................................... $2,688,000.00
2 Net change by Change Orders ...................................................... $86,585.59
3 CONTRACT SUM TO DATE........... (line 1 +/- 2) ......................... $2,774,585.59
4 TOTAL COMPLETED & STORED TO DATE ................................ $2,372,756.48
   (Column G on G703)
5 RETAINAGE:
   a. 10% of Completed Work .................................................. $237,275.65
      (Columns D & E on G703)
   b. 10% of Stored Material .................................................. $0.00
      (Column F on G703)
   Total Retainage (line 5a + 5b, or)
   Total in Column I of G703) ................................................. $237,275.65
6 TOTAL EARNED LESS RETAINAGE ........................................... $2,135,480.83
   (Line 4 Less Line 5 Total)
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT ....................... $1,789,225.63
8 CURRENT PAYMENT DUE ......................................................... $346,255.20
9 BALANCE TO FINISH, INCLUDING RETAINAGE ....................... $519,104.76

CHANGE ORDER SUMMARY

<table>
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<tr>
<th>TOTAL CHANGES APPLIED</th>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Meridian Contracting Services, LLC

By: [Signature]
Date: 8/12/21

State of: Michigan
County of: Alpena

Sworn before me on the _______ day of __________, 2021.

Signature: __________________________

Printed: __________________________

My Commission Expires: __________________________

In accordance with the Contract Documents, based on on-site observations and the data comprised in this application, the Contractor certifies to the Owner that to the best of the Contractor's knowledge, information and belief, the work has progressed as indicated; the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $346,255.20

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and the Continuation Sheet that are changed to conform to the amount certified.)

Architect: [Signature] Date: 12 Aug 2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.
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<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>SCHEDULED VALUE</th>
<th>FROM PREVIOUS APPLICATIONS (D + E)</th>
<th>WORK COMPLETED</th>
<th>MATERIALS PRESENTLY STORED (NOT IN D OR E)</th>
<th>TOTAL STORED TO DATE (D + E + F)</th>
<th>BALANCE TO FINISH (C - G)</th>
<th>RETAINAGE (IF VARIABLE RATE)</th>
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**TOTAL** | **$2,754,585.59** | **$1,988,028.48** | **$384,728.00** | **$0.00** | **$2,372,756.48** | **$381,829.11** | **$237,275.65** |
August 2, 2021  
Project No.: 31606603  
Invoice No.: 35765

**Contract/IDIQ #**  
PO #  
Task Order #  

**Total Now Due** $1,664.20

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**Project 31606603**  
**Alpena County Library Renovation**

**Professional Services through July 23, 2021**  
**Schematic Design**

<table>
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<tr>
<th>Description</th>
<th>Contract Amount</th>
<th>% Work To Date</th>
<th>Amount Billed</th>
<th>Previous Billed</th>
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<td><strong>293,679.00</strong></td>
<td><strong>292,014.80</strong></td>
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**Total Fee** $1,664.20  
**Total this Phase** $1,664.20  
**Total this Invoice** $1,664.20
At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 21st day of July, 2021 at 4 PM Eastern time at the Besser Technical Center at Alpena Community College in Alpena, Michigan, there were:

Present: Joseph Garber, Ronald Meneghel, Mark Hunter

Absent: Michelle Cornish, Quintin Meek

The following preambles and resolutions are offered by Hunter and seconded by Meneghel.

In order to meet ongoing funding requirements for renovating the library facility, The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes The Treasurer of Alpena County to transfer $942,415 from the Library General Fund to the Building Authority of Alpena County.

YES: Joseph Garber, Ronald Meneghel, Mark Hunter

NO: None

The Resolution was declared adopted

The undersigned, being the duly qualified Director Of the Alpena County George N. Fletcher Public Library Board of Trustees, 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 July, 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: July 21, 2021

Eric Magness-Eubank, Library Dir.