

**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, February 17, 2021 at 4:02 p.m. by President Joseph Garber.

Present:

Via Videoconference:

Trustees: Michelle Cornish, Joseph Garber, Mark Hunter, Quintin Meek, Ron Meneghel
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther, Sara Grochowski, Nancy Mousseau
Friends of the Library: Mary Ann Crawford
Guests: Fatima Beacham, Jacqui Colaianni of Quinn Evans Architects

Garber requested that the order of business be adjusted to begin with the presentation on the Furniture and Equipment Package by Beacham and Colaianni.

Building Project: Furniture and Equipment Package

Beacham and Colaianni presented the selections for the furniture and fabrics for the public spaces within the library building. It was moved by Meneghel with support from Cornish to approve the proposed package and grant permission to Quinn Evans to put the package out to bid. The motion passed.

(4:46 pm Beacham and Colaianni left the meeting)

Resumption of the regular order of business.

Election of Board Officers:

Meneghel moved to accept the following slate with support from Cornish.

President- Joseph Garber
Vice-President- Ron Meneghel
Treasurer- Quintin Meek
Secretary- Mark Hunter

The motion passed unanimously.

It was moved by Hunter with support from Meek to add Meek as an authorized signer on library payments. The motion passed.

Minutes: It was moved by Meneghel with support from Hunter to approve the minutes from the January 20 regular board meeting with noted corrections. The motion passed.

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

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

Friends Report: Crawford reported that the Friends have approved a budget for 2021 and reviewed board member terms. They have established May as their annual meeting to elect officers. She added that they approved and delivered staff appreciation gifts in the form of Downtown Dollars.

Old Business:

A. Building Project

- a. **Contractor Progress and Site Visit-** Magness-Eubank shared that Quinn Evans will be up for a site visit tomorrow, February 18 to walk through the networking and electrical systems. The project timeline has not changed since the last meeting, however the elevator issue is still unresolved. He added that the site was recently visited by MIOSHA and Meridian was cited for some standard violations as well as not following COVID-19 masking guidelines.
- b. **Electrical Systems Changes-** Magness-Eubank stated that staff have made requests for changes in locations of electrical outlets. No official change order has been made yet.
- c. **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 \$277,715.70. 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 Budget Adjustments: Adjustments were included with approved minutes from the January 20 meeting.

C. New Business:

- a. **Policy Review/Letter of Engagement Foster Swift-** Magness-Eubank consulted with Anne Seurnyk of Foster Swift Collins regarding the components of the library's policies in need of review. Seurnyk recommended examining the patron behavior, unattended child, meeting room, and internet use policies. She also recommended a thorough vetting and revising of the personnel policies. The board agreed that Magness-Eubank should obtain a letter of engagement from Foster Swift to begin this process. A special meeting may be called to review and vote on the Letter of Engagement, because Foster-Swift requires a board vote approving a Letter of Engagement before beginning work.
- b. **Other-** Magness-Eubank reported that Shawn Andary is stepping down as the Executive Director of the Superiorland Library Cooperative and the search for a new director has begun.

Development Report: Luther reviewed the written report. She added that the Library Improvement Fund total was up to \$11,880.

Other: Magness-Eubank shared that a patron had sent a message and photo thanking the staff for selecting a variety of board books for her son.

Adjournment: President Garber declared the meeting adjourned at 5:45 p.m. The next regular meeting will be Wednesday, March 17 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



Alpena County George N. Fletcher Public Library

211 N. First Avenue
Alpena, Michigan 49707-2893
Phone: 989-356-6188
Fax: 989-356-2765
www.alpenalibrary.org

At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 17th day of February, 2021 at 4 PM Eastern time via videoconference in Alpena, Michigan, there were:

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

Absent: None

The following preambles and resolutions are offered by Mark Hunter and seconded by Quintin 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. 5 from Meridian Contracting Services in the amount of \$277,715.70 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 34715 to Quinn Evans In in the amount of \$18,484.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 392394 to Alpena Glass in the amount of \$262.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 41635 to Frank's Key & Lock Shop In in the amount of \$105.00

The Sum Total of all of these transactions amounts to \$296,566.70 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 17th day of February, 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.


Library Director

DATED: February 17, 2021

APPLICATION AND CERTIFICATE FOR PAYMENT

BASED ON AIA DOCUMENT FORMAT G702

PAGE 1 OF 2

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

PROJECT: Alpena County Library Renovations
 APPLICATION NO.: Five
 PERIOD TO: 02/12/21
 PROJECT NO.: 929-2020
 CONTRACT DATE: 08/13/20

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

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

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 \$2,668,000.00
- 2 Net change by Change Orders \$0.00
- 3 CONTRACT SUM TO DATE..... (line 1 +/- 2) \$2,668,000.00
- 4 TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$796,863.00
- 5 RETAINAGE:
 - a. 10 % of Completed Work \$77,384.30
 (Columns D & E on G703)
 - b. 10 % of Stored Material \$2,302.00
 (Column F on G703)
 Total Retainage (line 5a + 5b, or Total in Column I of G703)..... \$79,686.30
- 6 TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$717,176.70
- 7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$439,461.00
- 8 CURRENT PAYMENT DUE **\$277,715.70**
- 9 BALANCE TO FINISH, INCLUDING RETAINAGE..... \$1,950,823.30

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: 2/12/21

State of: Michigan
 County of: Alpena

Sworn before me on the 12TH day of FEB., 2020.

Signature: Lace Eaton Printed: LACE EATON
 My Commission Expires: 09/28/2023

LACE EATON
 COUNTY OF ALPENA
 NOTARY PUBLIC - STATE OF MICHIGAN
 My Commission Expires Sept. 28, 2023
 Acting in the County of _____

In accordance with the Contract Documents, based on on-site observations and the data comprising 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 \$
 (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: _____
 By: _____ Date: _____

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.

CHANGE ORDER SUMMARY		
	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner.....	\$0.00	\$0.00
Total approved this month.....	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES BY CHANGE ORDER		

CONTINUATION SHEET

BASED ON AIA DOCUMENT FORMAT G703

PAGE 2 OF 2

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where retainage for line items may apply.

APPLICATION NO.: Five
 PERIOD TO: 2/12/2021
 PROJECT NOS: 929-2020
 CONTRACT DATE: 08/13/20

A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD (NOT IN DORE)	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	General conditions	75000.00	53632.00	0.00	0.00	53632.00	21368.00	5363.20
2	Testing, cleaning, temp facilities	30000.00	3000.00	0.00	0.00	3000.00	27000.00	300.00
3	Demolition	180000.00	121202.00	0.00	0.00	121202.00	58798.00	12120.20
4	Sitework	30000.00	8095.00	0.00	0.00	8095.00	21905.00	809.50
5	Site improvements	30000.00	0.00	0.00	0.00	0.00	30000.00	0.00
6	Concrete	70000.00	16435.00	17163.00	0.00	33598.00	36402.00	3359.80
7	Masonry	65000.00	14500.00	21567.00	0.00	36067.00	28933.00	3606.70
8	Structural steel	100000.00	17886.00	5602.00	18020.00	41508.00	58492.00	4150.80
9	Steel decking	10000.00	0.00	0.00	0.00	0.00	10000.00	0.00
10	Glazed decorative railing	55000.00	0.00	0.00	0.00	0.00	55000.00	0.00
11	Carpentry	25000.00	0.00	0.00	0.00	0.00	25000.00	0.00
12	Dampproofing, waterproofing, insulation	30000.00	5000.00	2586.00	0.00	7586.00	22414.00	758.60
13	EFIS	5000.00	0.00	0.00	0.00	0.00	5000.00	0.00
14	Phenolic panels	50000.00	1000.00	0.00	5000.00	6000.00	44000.00	600.00
15	Single membrane roofing, caulking, seal	14000.00	0.00	0.00	0.00	0.00	14000.00	0.00
16	Interior doors, frames, all finish hardware	96000.00	0.00	4500.00	0.00	4500.00	91500.00	450.00
17	Aluminum storefront	195000.00	83460.00	4495.00	0.00	87955.00	107045.00	8795.50
18	Window tinting	5000.00	0.00	0.00	0.00	0.00	5000.00	0.00
19	Light gauge steel framing	50000.00	15300.00	17200.00	0.00	32500.00	17500.00	3250.00
20	Drywall including all patching	70000.00	0.00	0.00	0.00	0.00	70000.00	0.00
21	Hard tile	35000.00	0.00	0.00	0.00	0.00	35000.00	0.00
22	Acoustical ceilings	45000.00	0.00	0.00	0.00	0.00	45000.00	0.00
23	Flooring	265000.00	0.00	0.00	0.00	0.00	265000.00	0.00
24	Painting	60000.00	0.00	0.00	0.00	0.00	60000.00	0.00
25	Specialties - accessories, signage, etc	20000.00	0.00	0.00	0.00	0.00	20000.00	0.00
26	Roller shades	15000.00	0.00	0.00	0.00	0.00	15000.00	0.00
27	Manufactured casework	60000.00	0.00	0.00	0.00	0.00	60000.00	0.00
28	Labor for owner supplied shelving	5000.00	0.00	0.00	0.00	0.00	5000.00	0.00
29	Elevator	140000.00	40000.00	50000.00	0.00	90000.00	50000.00	9000.00
30	Plumbing & HVAC	536000.00	37879.00	76200.00	0.00	114079.00	421921.00	11407.90
31	Electrical	302000.00	70901.00	86240.00	0.00	157141.00	144859.00	15714.10
32			0.00	0.00	0.00	0.00	0.00	0.00
33			0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		\$2,668,000.00	\$488,290.00	\$285,553.00	\$23,020.00	\$796,863.00	\$1,871,137.00	\$79,686.30



219 1/2 N MAIN STREET
ANN ARBOR, MI 48104
734.663.5888

PLEASE NOTE, NEW REMITTANCE ADDRESS:
QUINN EVANS
DEPT 7083
PO BOX 33661
DETROIT, MI 48232-5661

Eric Magness-Eubank
Alpena County George N Fletcher Public Library
211 North First Ave
Alpena, MI 49707

February 9, 2021
Project No: 31606603
Invoice No: 34715

Contract/IDIQ #
PO #
Task Order #

Total Now Due	\$18,484.00
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Project 31606603 Alpena County Library Renovation
Professional Services through January 22, 2021
Schematic Design

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
Base Fee					
Schematic Design	21,120.00	100.00	21,120.00	21,120.00	0.00
Design Development	66,000.00	100.00	66,000.00	66,000.00	0.00
Construction Documents	95,040.00	100.00	95,040.00	95,040.00	0.00
Bidding	7,920.00	100.00	7,920.00	7,920.00	0.00
Construction Administration	73,920.00	60.00	44,352.00	29,568.00	14,784.00
Additional Services					
Structural Add	1,800.00	100.00	1,800.00	1,800.00	0.00
Furniture Programming and Schematic	14,000.00	100.00	14,000.00	14,000.00	0.00
Furniture Bid Documents, Bidding, and I	18,500.00	40.00	7,400.00	3,700.00	3,700.00
Total Additional Services	34,300.00		23,200.00	19,500.00	3,700.00
Total Fee	298,300.00		257,632.00	239,148.00	18,484.00
Total Fee					18,484.00
Total this Phase					\$18,484.00
Total this Invoice					\$18,484.00

WASHINGTON, DC
ANN ARBOR, MI
BALTIMORE, MD
DETROIT, MI
MADISON, WI
RICHMOND, VA

WWW.QUINNEVANS.COM

ALPENA GLASS COMPANY INC
 105 GRANT ST
 ALPENA MI 49707
 (989)356-9091
 Fax# (989)354-4851
 Tax#: 38-3077271

Invoice: 392394
 Date: 1/11/21

Customer:

ALPENA COUNTY LIBRARY
 211 FIRST ST
 ALPENA MI 49707
 (989)356-6188 F (989)356-2765

CSR	Tech	PO	Terms	Job #
		len	NET 30	

Qty	Dimension	Part Number/Desc.	Unit Price	Material	Labor	Total
1.00		KAWNEER LOWER DOOR POTION PIVOT	\$58.00	\$58.00	\$0.00	\$58.00
1.00		KAWNEER LOWER 42" SWEEP	\$26.00	\$26.00	\$0.00	\$26.00
1.00		REPLACE THE PIVOT ON THEIR EMERGENCY EXIT DOOR ON WATER ST IN THE CURRIER BUILDING NEXT TO THE OVERHEAD DOOR AND REMOVE AND REINSTALL NEW POWER SWEEP.		\$0.00	\$178.00	\$178.00

Taxes	
NON-PROFIT	\$0.00
Cust TaxId: 38-6004834	

Notes:
 REF#131808
 THANK YOU FOR YOUR BUSINESS

Signature _____

Material	Labor	Taxes	Total	Payments	Balance
\$84.00	\$178.00	\$0.00	\$262.00	\$0.00	\$262.00

FRANK'S KEY & LOCK SHOP, INC.

Terms: Net 30
 1201 W. CHISHOLM STREET
 ALPENA, MI 49707
 (989) 354-8460

CUSTOMER'S ORDER NO.		PHONE		DATE		
		464-6161		1-7-2021		
NAME						
ADDRESS						
Alpena County Library						
Len S.						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT
JB			X			
QTY.	DESCRIPTION				PRICE	AMOUNT
1	Panic bar r+work (#60-11R)					45.00
1	Service call					60.00
						<u>\$ 105.00</u>
					TAX	
RECEIVED BY					TOTAL	

C PRODUCT 610

All claims and returned goods must be accompanied by this bill.

41635

Thank You