

**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 3 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.
  - e. **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.
  - f. **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.

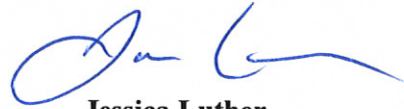
**Respectfully submitted,**

Handwritten signature of Mark Hunter in blue ink.

**Mark Hunter**

**Secretary**

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

Handwritten signature of Jessica Luther in blue ink.

**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](http://www.alpenalibrary.org)

At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 21<sup>st</sup> 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.

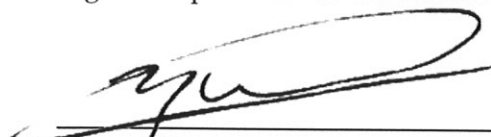
The Sum Total of all of these transactions amounts to \$193,569.10 from the Building Authority

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 21<sup>st</sup> 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.

  
\_\_\_\_\_  
Library Director

DATED: April 21, 2021

## 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:** 003 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:

**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)	<u>\$763.20</u>	\$6,492.62

**Deduct for Masonry Removed By Asbestos Abatement Contractor:**

Deduct for maosnry removed by abatement contractor, disposal by Meridian	<u>-\$6,363.00</u>	-\$6,363.00
--	--------------------	-------------

**Floor Removal and Replacement for Storm Drain Repair:**

Labor	20.5hrs @ \$45/hr	\$922.50
Material	5 bags quikrete	<u>\$34.73</u>
		\$957.23

**Add Curb and Stainless Railing at Ramp:**

Install 2x4 blocking - 2 runs	64lf @ \$1.37/lf	\$87.68
Material - 2x4 spf	64lf @ \$.91/lf	\$58.24
Material - concrete anchors	17ea @ \$2.23ea	\$37.91
Install 1x4 trim	32lf @ \$1.37/lf	\$43.84
Material - 1x4 spf	32lf @ \$.63/lf	\$20.16
Material - fasteners	32lf @ \$.12/lf	\$3.84
Fabricate and install 5/4" hw cap trim	32lf @ \$3.43/lf	\$109.76
Material - 5/4 x 6 oak	32lf @ \$10.00/lf	\$204.16
Install vinyl base	64lf @ \$2.00/lf	\$128.00
Material - vinyl base	64lf @ \$1.89/lf	\$120.96
Finish 5/4" cap trim	32lf @ \$1.67/lf	\$39.36
Material - stain	1qt @ \$9.52ea	\$9.52
Material - varnish	1qt @ \$10.73ea	\$10.73
Install stainless handrail - floor mount	32lf @ \$10.00/lf	NIC
Install stainless handrail - wall mount	32lf @ \$5.00/lf	NIC
Material - MCM Stainless		<u>NIC</u>
		\$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	<u>-\$2,441.88</u>
		-\$3,824.66

**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

Material	446sf @ \$1.06/sf	\$472.76	
2" rigid insulation	446sf @ \$.65/sf	\$289.90	
Material	446sf @ \$1.15/sf	\$512.90	
Drywall	446sf @ \$1.75/sf	\$780.50	
Second floor, no insulation - Reading Room west, Corr 217 west, Server Room 218 north, east, south			
Furring	826sf @ \$1.00/sf	\$826.00	
Material	826sf @ \$1.06/sf	\$875.56	
Drywall	826sf @ \$1.75/sf	<u>\$1,445.50</u>	
			\$7,725.57

Sub Total:		\$5,861.92
Margin at:	15%	\$879.29
Administrative fee:		\$0.00

Total Cost:		<u>\$6,741.21</u>
-------------	--	-------------------

Previous Contract Amount:		\$2,741,074.98
---------------------------	--	----------------

Cost of this change:		<u>\$6,741.21</u>
----------------------	--	-------------------

Revised Contract Amount:		\$2,747,816.19
--------------------------	--	----------------

**Accepted by:**

Architect: \_\_\_\_\_

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_



**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%	\$615.40
Administrative fee:		\$0.00
<b>Total Cost:</b>		<b>\$6,769.40</b>

Previous Contract Amount:	\$2,747,816.19
Cost of this change:	<u>\$6,769.40</u>
Revised Contract Amount:	\$2,754,585.59

**Accepted by:** Architect: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Contractor: \_\_\_\_\_

**Skim & sand concrete ceiling flats only - first floor - quoted**

1727 \$1,727

**Change door and frame former jan closet - first floor - quoted**

1983 \$1,983

**Book return slot material only (we buy door, frame, and install all)**

741 \$741

**Additional shelving at first floor circ desk**

1114 \$1,114

Includes O&P per my 4/5/21 email to

**Bridge Windows**

Alpena Glass - tempered (must) lot 1 1280.00 s 1280 1408 Must be done. Code requirement  
~~Alpena Glass - seal failures (option) lot 1 4620.00 s 4620 5092~~ Need to know if you want to do this

**Cut out existing caulk and recaulk exterior**

Labor hrs 32 45.00 l 1620  
 Material - caulk tube 24 7.66 m 184

**Roof access ladder**

Install ladder hrs 6 45.00 l 304  
 Material - Superior plus tax lot 1 731.40 m 731

**Provide mini split system HVAC for elevator machine room**

Weinkauff - split system for e machine lot 1 6400.00 s 6400 7040  
 John's Electric - power for split system lot 1 1207.00 s 1207 1328

**Relocate elevator oil interceptor to exterior**

Weinkauff - relocate interceptor lot 1 2720.00 s 2720 2992  
 Meridian - cut and patch floor for interceptor hrs 6 45.00 s 270 311  
 Material - bag mix ea 8 8.76 m 70 81

**Fire rated ceiling assembly at employee vest 114, emp stair, corr 217**

R&D existing drywall - first floor sf 141 1.17 l 186 213  
 Dispose cyd 1 40.00 s 20 23

**R&D existing drywall grid - first floor sf salvage**

141 0.23 l 36 42

**Install CH shaftwall framing and panels - both floors**

Labor sf 322 1.53 l 554 637  
 Material - building express lot 1 984.34 m 984 1132

**Drywall ceilings**

sf 322 1.75 s 564 648  
 Prime & paint 2nd floor only sf 181 0.75 l 153 176

**Total**

**\$3,383**



Material - primer	gal	1	27.00	m	14	16
Material - paint	gal	1	38.00	m	48	55
Install 3 fire rated access panels	hrs	2	45.00	l	76	87
Material - building express - fire rated ea	ea	3	138.86	m	417	479
John's Electric - relocate boxes, lite ki lot	lot	1	429.00	s	429	493
Delete suspended ceiling - 217	sf	181	-5.00	s	-905	-1041
						<b>\$2,961</b>
<b>Locker Wiring</b>						
John's Electric - data and power	lot	1	996.00	s	996	1096
						<b>\$1,096</b>
						<b>\$31,127</b>
						<b>Total Cost</b>