

**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, May 19, 2021, at 4:00 p.m. by President Joseph Garber

**Present:**

Via Videoconference:

Trustees: Joseph Garber, Mark Hunter, Quintin Meek, Ron Meneghel

Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther, Nancy Mousseau

Friends of the Library: Karen Grochowski

**Minutes:** It was moved by Meneghel with support from Meek to approve the minutes of the April 21, 2021, regular meeting of the Board of Trustees. The motion passed. It was moved by Meneghel with support from Meek to approve the minutes of the May 6, 2021, special 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 Hunter and supported by Meneghel that both sets of bills as presented be approved. The motion passed.

**Friends Report:** Grochowski reported that the Friends have elected new officers for the board and that they have approved funding requests for the Bookpage subscription, deposit on the new holds locker system, and books for the Summer Book Club. She added that membership renewals are going well and a decision is yet to be made in regards to the annual book sale.

**Old Business:**

**A. Building Project**

- a. **Special Collections Donation-** Magness-Eubank reported that he is setting up a meeting with the donor to discuss the proposed naming opportunity. He added that Don La Barre is evaluating the donor's collection for the library's Local History Collection and they both believe it will be a valuable addition.
- b. **FFE Package-** Magness-Eubank reported that the furniture order has been placed.
- c. **Building Project Issues-** Magness-Eubank reported that no major issues have arisen since the last meeting other than an issue with the clearance for the main entrance door. He added that the project completion date may be delayed until the middle of August. Hunter expressed concern about the delay causing additional expenses for rent and utilities for the temporary spaces and asked Magness-Eubank to examine the contract with Meridian to determine if the contractor would be responsible for compensating the

library for these additional expenses. Magness-Eubank stated that he anticipates library operations being shut down for approximately six weeks to allow for the move and set up in the new building. He will also look into scheduling times for board members to tour the building.

(4:23 pm Michelle Cornish joined the meeting via videoconference)

- d. **Landscaping/Garden-** Doug Pratt of Prattscape has given a proposal to Meridian. An update should be ready by the next regular meeting.
  - e. **Surplus Property-** A list of the property being stored during the renovation was provided to the board. A final list of items to be either sold or discarded will be ready for approval by July.
  - 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 \$340,664.81. 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. COVID-19 Closure Update-** Magness-Eubank reported that the Bear Pointe location has reopened after a staff member tested positive and two additional staff members failing their health screenings required the building to close. He added that he is reviewing the impact of the new MIOSHA and MDHHS guidelines will impact library operations.
- C. In-Service Day-** Magness-Eubank stated that he has decided not to hold one before the move back into the library building.

**New Business:**

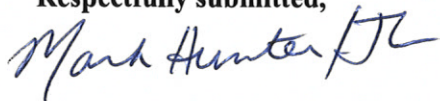
- A. Library Staffing Levels-** Magness-Eubank stated that a new custodian will need to be hired before the move back into the building.
- B. Thunder Bay National Marine Sanctuary Agreement-** Magness-Eubank reported that a draft agreement has been received that did not indicate the level of annual support to be expected. The agreement will have to be revised before presentation to the board.
- C. Possible Funding Opportunities-** Magness-Eubank shared the new opportunity through the e-rate program to purchase laptops, Wi-Fi hot spots, and tablets for public circulation. He added that funding opportunities will potentially be available through the American Rescue Plan Act and a Library Infrastructure bill in Congress.
- D. Other-** Magness-Eubank asked the board their preference on holding the June 16 meeting in person. Meneghel asked that Magness-Eubank find a location to hold the meeting in person. Magness-Eubank reminded the board that the emergency order allowing for virtual board meetings expires June 30 and the Open Meetings Act does not allow for electronic attendance for reasons other than health or active military duty.

**Development Report:** Luther reviewed the written report and added that a grant proposal will be submitted to the Michigan Council for Arts and Cultural Affairs to purchase equipment for the

Makerspace.

**Adjournment:** President Garber declared the meeting adjourned at 5:03 p.m. The next regular meeting will be Wednesday, June 16, 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

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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 19<sup>th</sup> day of May, 2021 at 4 PM Eastern time via videoconference in Alpena, Michigan, there were:

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

Absent: none

The following preambles and resolutions are offered by Hunter and seconded by 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. 8 from Meridian Contracting Services in the amount of \$188,256.60 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 35254 to Quinn Evans In in the amount of \$3,696.00

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of the 50% required deposit for the \$297,424.41 furnishing contract in the amount of \$148,712.21 to MarxModa - Detroit.

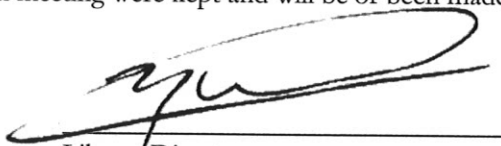
The Sum Total of all of these transactions amounts to \$340,664.81 from the Building Authority

YES: Joseph Garber, Ron Meneghel, Marc Hunter, Michelle Cornish and Quintin 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 19<sup>th</sup> day of May, 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: May 19 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.: Eight  
 PERIOD TO: 05/13/21  
 PROJECT NO.: 929-2020  
 CONTRACT DATE: 09/13/20

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

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

**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 ..... \$73,074.98  
 3 CONTRACT SUM TO DATE ..... (line 1 +/- 2) \$2,741,074.98  
 4 TOTAL COMPLETED & STORED TO DATE ..... (Column G on G703) \$1,565,436.48

5 RETAINAGE:  
 a. 10 % of Completed Work ..... \$153,489.55  
 (Columns D & E on G703)  
 b. 10 % of Stored Material ..... \$3,054.10  
 (Column F on G703)  
 Total Retainage (line 5a + 5b, or Total in Column I of G703) ..... \$156,543.65

6 TOTAL EARNED LESS RETAINAGE ..... (Line 4 Less Line 5 Total) \$1,408,892.83  
 7 LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$1,220,636.23  
 8 CURRENT PAYMENT DUE ..... **\$188,256.60**  
 9 BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$1,332,182.15

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: 5/13/21  
 State of: Michigan  
 County of: Alpena

Sworn before me on the 13<sup>TH</sup> day of MAY, 2021.

Signature: [Signature] Printed: LACE EATON  
 My Commission Expires: 09/28/23

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 ..... \$ 188,256.60  
 (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: 5/20/2021

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner.....	\$73,074.98	\$0.00
Total approved this month.....	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$73,074.98</b>	<b>\$0.00</b>
<b>NET CHANGES BY CHANGE ORDER</b>		<b>\$73,074.98</b>



**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.: Eight  
 PERIOD TO: 5/13/2021  
 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 PERIOD APPLICATIONS (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	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	8000.00	0.00	0.00	8000.00	22000.00	800.00
3	Demolition	180000.00	162751.00	4389.00	0.00	167140.00	12860.00	16714.00
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	46519.00	0.00	0.00	46519.00	23481.00	4651.90
7	Masonry	65000.00	57923.00	7077.00	0.00	65000.00	0.00	6500.00
8	Structural steel	100000.00	74636.00	25364.00	0.00	100000.00	0.00	10000.00
9	Steel decking	10000.00	6500.00	2500.00	0.00	9000.00	1000.00	900.00
10	Glazed decorative railing	55000.00	0.00	25412.00	5082.00	30494.00	24506.00	3049.40
11	Carpentry	25000.00	2781.00	0.00	0.00	2781.00	22219.00	278.10
12	Dampproofing, waterproofing, insulation	30000.00	7586.00	12374.00	0.00	19960.00	10040.00	1996.00
13	EFIS	5000.00	5000.00	0.00	0.00	5000.00	0.00	500.00
14	Phenolic panels	50000.00	6000.00	0.00	0.00	6000.00	44000.00	600.00
15	Single membrane roofing, caulking, seal	14000.00	3976.00	4000.00	0.00	7976.00	6024.00	797.60
16	Interior doors, frames, all finish hardware	96000.00	8041.00	0.00	0.00	8041.00	87959.00	804.10
17	Aluminum storefront	195000.00	87955.00	0.00	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	46612.00	3388.00	0.00	50000.00	0.00	5000.00
20	Drywall including all patching	70000.00	41649.00	11893.00	0.00	53542.00	16458.00	5354.20
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	170211.48	0.00	0.00	170211.48	94788.52	17021.15
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	90000.00	0.00	0.00	90000.00	50000.00	9000.00
30	Plumbing & HVAC	536000.00	243664.00	53560.00	25459.00	322683.00	213317.00	32268.30
31	Electrical	302000.00	224731.00	28676.00	0.00	253407.00	48593.00	25340.70
32			0.00	0.00	0.00	0.00	0.00	0.00
33	CO #001 - Canopy Modifications	5127.98	0.00	0.00	0.00	0.00	5127.98	0.00
34	CO #002 - Plumbing & Mechanical mod	67947.00	0.00	0.00	0.00	0.00	67947.00	0.00
35			0.00	0.00	0.00	0.00	0.00	0.00
36			0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>\$2,741,074.98</b>	<b>\$1,356,262.48</b>	<b>\$178,633.00</b>	<b>\$30,541.00</b>	<b>\$1,565,436.48</b>	<b>\$1,175,638.50</b>	<b>\$156,543.65</b>





49 3/4 N MAIN STREET  
ANN ARBOR, MI 48106  
734.763.5288

PLEASE NOTE NEW REMITTANCE ADDRESS:  
QUINN EVANS  
OFFICE  
PO BOX 366  
ANN ARBOR MI 48106-0366

Eric Magness-Eubank  
Alpena County George N Fletcher Public Library  
emeacl@alpenalibrary.org

May 10, 2021  
Project No: 31606603  
Invoice No: 35254

Contract/IDIQ #  
PO #  
Task Order #

<b>Total Now Due</b>	<b>\$3,696.00</b>
----------------------	-------------------

Project 31606603 Alpena County Library Renovation  
**Professional Services through April 23, 2021**  
Schematic Design

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
<b>Base Fee</b>					
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	85.00	62,832.00	59,136.00	3,696.00
<b>Additional Services</b>					
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	80.00	14,800.00	14,800.00	0.00
<b>Total Additional Services</b>	<b>34,300.00</b>		<b>30,600.00</b>	<b>30,600.00</b>	<b>0.00</b>
Total Fee	298,300.00		283,512.00	279,816.00	3,696.00
<b>Total Fee</b>					<b>3,696.00</b>
			<b>Total this Phase</b>		<b>\$3,696.00</b>
			<b>Total this Invoice</b>		<b>\$3,696.00</b>

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

WWW.QUINNEVANS.COM



**marxmoda**

### Quote

**MarxModa - Detroit**  
751 Griswold Street  
Detroit, MI 48226-3224  
Phone: 855.242.9292  
Fax: 855.213.3647

Quote/Order Number	66006
Project Number	
Customer PO Number	
Customer Account	ALPCOU
Sales	Brandi Debell
Date	05/04/2021
Pricing Good Thru	06/03/2021
Page	1 of 33

B Alpena County George N. Fletcher Public Library  
 I 211 N First Ave  
 L Alpena, MI 49707  
 L  
 T ATTN: Eric Magness-Eubank  
 O Phone: 989.356.6188  
 Email: emeac1@alpenalibrary.org

S Alpena County George N. Fletcher Public Library  
 H 211 N First Ave  
 I Alpena, MI 49707  
 P  
 T ATTN: Eric Magness-Eubank  
 O Phone: 989.356.6188  
 Email: emeac1@alpenalibrary.org

**Project Description:** LIBRARY FURNITURE

**Project Team:**

Sales: Brandi Debell, 810-841-0271, brandi.debell@marxmoda.com  
 Designer: Darcy Seely, 419.699.1707, Darcy.Seely@marxmoda.com  
 Account Coordinator: Breanna Perrett, 248.365.6442, breanna.perrett@marxmoda.com  
 Account Coordinator: Carla Moore, 248.365.6442, carla.moore@marxmoda.com  
 Account Coordinator: Julie Kowalik, 248-365-6444, julie.kowalik@marxmoda.com  
 Account Coordinator: Patsy Swierczek, , Patsy.Swierczek@marxmoda.com

Line	Quantity	Catalog Number/Description	Unit Price	Extended Amount
1	1.00 Each	Silver Street Inc/Media Tech 3C-C0048-45-MOB--960-203803-000----- 3-Tiered Round "Cake" Display, 48"DIA, 45"H, Mobile OPTION: 960-203803-000:48"DIA 16"H HPL wrap bottom riser w/48"DIA HPL display shelf w/3mm PVC edge banding OPTION: :28"DIA HPL wrap middle riser w/48"DIA HPL display shelf w/ 3mm PVC edge banding OPTION: :28"DIA HPL wrap top riser w/28"DIA HPL display shelf w/3mm PVC edge banding OPTION: :(5) concealed casters OPTION: :HPL Display Shelf- WA Fawn Cypress 8208K-16 OPTION: :PVC Display Shelf- Rehau Fawn Cypress CP20953 OPTION: :HPL Case- WA Fawn Cypress 8208K-16 OPTION: :PVC Case- Rehau Fawn Cypress CP20953 OPTION: :QUOTE# 141982 Mark Line For: 1ST_FLR_ CIRCULATION_ A-1	1,715.24	1,715.24
2	1.00 Each	Silver Street Inc/Media Tech 3C-C0048-45-MOB--960-203803-000----- 3-Tiered Round "Cake" Display, 48"DIA, 45"H, Mobile OPTION: 960-203803-000:48"DIA 16"H HPL wrap bottom riser w/48"DIA HPL display shelf w/3mm PVC edge banding OPTION: :28"DIA HPL wrap middle riser w/48"DIA HPL display shelf w/ 3mm PVC edge banding OPTION: :28"DIA HPL wrap top riser w/28"DIA HPL display shelf w/3mm PVC edge banding	1,715.24	1,715.24





**marxmoda**

### Quote

**MarxModa - Detroit**  
751 Griswold Street  
Detroit, MI 48226-3224  
Phone: 855.242.9292  
Fax: 855.213.3647

Quote/Order Number	66006
Project Number	
Customer PO Number	
Customer Account	ALPCOU
Sales	Brandi Debell
Date	05/04/2021
Pricing Good Thru	06/03/2021
Page	33 of 33

Line	Quantity	Catalog Number/Description	Unit Price	Extended Amount
	Each	FEE STAIN-TO-MATCH FEE FOR JSI TABLES Mark Line For: Z-SERVICES		
160	1.00 Each	Silver Street Inc/Media Tech FREIGHT FOR MEDIA TECHNOLOGIES Mark Line For: Z-SERVICES A-1_WKST-1	961.90	961.90
161	1.00 Each	LDC2-MarxModa Installation LABOR TO RECEIVE, DELIVER, AND INSTALL DURING NORMAL BUSINESS HOURS Mark Line For: Z-SERVICES xx-LABOR	14,900.00	14,900.00

Subtotal: \$297,424.41

Required Deposit 50.0% : \$148,712.21

Please review this quotation and notify us promptly of any corrections required. Thank you for the opportunity to be of service!

**To proceed with your proposal please check one of the following acceptance boxes and Accepted By signature is required.**

- This Proposal is governed by MarxModa's Terms and Conditions of Sale which are incorporated by reference as is fully set forth herein. By accepting this proposal, Buyer agrees to MarxModa's Terms and Conditions.
- This Proposal is accepted by the representative as noted below and authorized by signature for pricing and furniture specifications. Buyer will submit Purchase Order with Buyer's Terms and Conditions.
- Direct Bill/GSA: This Proposal is governed by the manufacturer's Terms and Conditions of Sale.

Accepted By:  Date: May 6, 2021

Printed Name: Eric Magness-Eubank Customer PO Number: 21 - 5 - 002

**Order Deposit Remit to Address: MarxModa, Inc., PO Box 675105, Detroit, MI 48267-5105**