

**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, June 16, 2021, at 4:01 p.m. by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber (via videoconference), Mark Hunter, Quintin Meek, Ron Meneghel
Staff: Eric Magness-Eubank, Beth DeCaire, Jessica Luther, Nancy Mousseau (via videoconference)
Friends of the Library: Karen Grochowski (arrived 4:11 pm)

Absent: Michelle Cornish

Minutes: It was moved by Hunter with support from Meneghel to approve the minutes of the May 19, 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.

Old Business:

- A. 2020 Audit:** Magness-Eubank reported that the audit is underway. DeCaire added that a bound report will be issued to the board once it is completed. She also added that Straley, Lamp, and Kraenzlein will be assisting with the conversion to the Uniform Chart of Accounts, which should be completed in time for establishing the 2022 budget in November.
- B. Employment Policy Review:** Copies of the first draft from Foster Swift were shared with the board. Magness-Eubank recommended that the policy be reviewed by the Personnel Committee. Garber directed the Personnel Committee to schedule a meeting to review the policy to present recommendations to the board.
- C. Building Project**
 - a. 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 \$102,161.90. It was moved by Meek with support from Meneghel to approve the resolution. The motion passed. A copy of the signed full resolution is attached.
 - b. Special Collections Donation-** Magness-Eubank reported that he and Don La Barre met with the donors regarding their donation and the options for the naming is setting up a meeting with the donor to discuss the proposed naming opportunity. Further

discussion regarding a formal gift agreement will be soon.

- c. **Supplemental Electrical and Data Quote-**A quote from Omega Electric for the CCTV and networking cables was shared with the board. Magness-Eubank added that this was not part of the original electrical quote within the overall project budget. It was moved by Meneghel with support from Hunter to authorize Magness-Eubank to accept the quote for \$11,449.00 with the stipulation that costs outside this amount are not approved. The motion passed.
 - d. **Elevator Issues-** Magness-Eubank reported that the manufacturer is having difficulties in obtaining parts, which could have an impact on the reopening schedule. Delivery of the elevator is scheduled for June 25.
 - e. **Library Move-** Magness-Eubank reported that the move is scheduled to begin on August 9 with the expectation of suspending services at the temporary location in the middle of July. He estimates that it will take 3-4 weeks from the move for the building to be operational. Hunter asked about the installation of sneeze guards at the service desks before opening, Magness-Eubank stated that this would be addressed once the furniture and fixtures have been installed.
 - f. **Surplus Property-** Magness-Eubank stated there are no updates.
- D. COVID-19 Revised MIOSHA and MDHHS Guidelines:** Magness-Eubank shared the updated masking guidelines for the Library.
- a. **Use of Volunteers for READ program-** Magness-Eubank shared that the READ program would like to begin in-person tutoring. A draft waiver for students and tutors was reviewed. The discussion was tabled until further information on the appropriate language for the waiver could be determined.
 - b. **Public Entry into Bear Pointe location-** It was requested that the board approve appointment-based in-person browsing and check-out services. It was moved by Hunter with support from Meek to approve the request. The motion passed with opposition from Garber.
- E. Thunder Bay National Maine Sanctuary Agreement:** A draft of a Curatorial Services Agreement was reviewed with the board. Hunter requested clarification on Section VII point A regarding the exhibition of the Labadie Collection. Magness-Eubank has a meeting with Jefferson Gray on June 29 to discuss the agreement.
- F. Custodial Position-** Magness-Eubank shared the draft job description for the position and requested approval to post the position as full-time. It was moved by Meneghel with support from Hunter to approve the request. The motion passed.

New Business:

- A. Possible Funding Opportunities-** Magness-Eubank shared that new funding opportunities are coming available through the American Rescue Plan Act.
- B. Other-** Magness-Eubank presented a memo detailing adjustments to the 2021 operating budget. It was moved by Meek with support from Hunter to accept the adjustments as presented. A copy of the memo is attached to the minutes.

Development Report: Luther reviewed the written report and provided updates to the Summer Reading program numbers. She added that she will be developing plans for a reopening event with La Barre and Mousseau.

Friends Report: Grochowski reported that the Friends are waiting until after the Library move to determine the likelihood of a book sale.

Adjournment: President Garber declared the meeting adjourned at 5:54 p.m. The next regular meeting will be Wednesday, July 21, at 4:00 pm.

Respectfully submitted,



Mark Hunter
Secretary



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 16th day of June, 2021 at 4 PM Eastern time at the Howard Male Conference Room in the Alpena County Courthouse Annex in Alpena, Michigan, there were:

Present: Joseph Garber (via videoconference), Ron Meneghel, Mark Hunter, Quintin Meek

Absent: Michelle Cornish

The following preambles and resolutions are offered by Quentin Meek and seconded by Ron Meneghel.

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. 9 from Meridian Contracting Services in the amount of \$96,615.90 for renovation project.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the payment of invoice No. 35376 to Quinn Evans in the amount of \$5,546.00

The Sum Total of all of these transactions amounts to \$102,161.90 from the Building Authority

YES: Joseph Garber (via videoconference), Ron Meneghel, Mark Hunter, 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 16th day of June, 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: June 16, 2021

APPLICATION AND CERTIFICATE FOR PAYMENT

BASED ON AIA DOCUMENT FORMAT G702

PAGE 1 OF 2

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

PROJECT: Alpena County Library Renovations
 APPLICATION NO.: Nine
 PERIOD TO: 06/11/21
 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 \$86,585.59
 - 3 CONTRACT SUM TO DATE (line 1 +/- 2) \$2,754,585.59
 - 4 TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$1,672,787.48
 - 5 RETAINAGE:
 - a. 10 % of Completed Work \$167,278.75
 - b. 10 % of Stored Material \$0.00
- Total Retainage (line 5a + 5b, or Total in Column I of G703)..... \$167,278.75

6 TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$1,505,508.73

7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$1,408,892.83

8 CURRENT PAYMENT DUE (Line 6 from prior Certificate) **\$96,615.90**

9 BALANCE TO FINISH, INCLUDING RETAINAGE..... \$1,249,076.86

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: _____ Date: _____
 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 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: _____ Date: _____
 By: _____
 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.....	\$13,510.61	\$0.00
TOTALS	\$86,585.59	\$0.00
NET CHANGES BY CHANGE ORDER		\$86,585.59

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.: Nine

PERIOD TO: 6/11/2021

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 (D + E)	MATERIALS PRESENTLY STORED (NOT IN D O R 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	5000.00	0.00	58632.00	16368.00	5863.20
2	Testing, cleaning, temp facilities	30000.00	8000.00	3200.00	0.00	11200.00	18800.00	1120.00
3	Demolition	180000.00	167140.00	0.00	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	65000.00	0.00	0.00	65000.00	0.00	6500.00
8	Structural steel	100000.00	100000.00	0.00	0.00	100000.00	0.00	10000.00
9	Steel decking	10000.00	9000.00	1000.00	0.00	10000.00	0.00	1000.00
10	Glazed decorative railing	55000.00	30494.00	0.00	0.00	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	19960.00	7239.00	0.00	27199.00	2801.00	2719.90
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	7976.00	5024.00	0.00	13000.00	1000.00	1300.00
16	Interior doors, frames, all finish hardware	96000.00	8041.00	2405.00	0.00	10446.00	85554.00	1044.60
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	50000.00	0.00	0.00	50000.00	0.00	5000.00
20	Drywall including all patching	70000.00	53542.00	13000.00	0.00	66542.00	3458.00	6654.20
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	20000.00	0.00	20000.00	40000.00	2000.00
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	322683.00	0.00	0.00	322683.00	213317.00	32268.30
31	Electrical	302000.00	253407.00	18150.00	0.00	271557.00	30443.00	27155.70
32			0.00	0.00	0.00	0.00	0.00	0.00
33	CO #001 - Canopy Modifications	5127.98	0.00	4000.00	0.00	4000.00	1127.98	400.00
34	CO #002 - Plumbing & Mechanical mods	67947.00	0.00	28333.00	0.00	28333.00	39614.00	2833.30
35	CO #003 - Misc revisions	6741.21	0.00	0.00	0.00	0.00	6741.21	0.00
36	CO #004 - Bulletin #3 electrical changes	6769.40	0.00	0.00	0.00	0.00	6769.40	0.00
TOTAL		\$2,754,585.59	\$1,565,436.48	\$107,351.00	\$0.00	\$1,672,787.48	\$1,081,798.11	\$167,278.75



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
emeacl@alpenalibrary.org

June 3, 2021
Project No: 31606603
Invoice No: 35376

Contract/IDIQ #
PO #
Task Order #

Total Now Due	\$5,546.00
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Project 31606603 Alpena County Library Renovation
Professional Services through May 21, 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	90.00	66,528.00	62,832.00	3,696.00
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	90.00	16,650.00	14,800.00	1,850.00
Total Additional Services	34,300.00		32,450.00	30,600.00	1,850.00
Total Fee	298,300.00		289,058.00	283,512.00	5,546.00
Total Fee					5,546.00
Total this Phase					\$5,546.00
Total this Invoice					\$5,546.00

WASHINGTON, DC
ANN ARBOR, MI
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WWW.QUINNEVANS.COM

June 16, 2021 Budget Adjustments

Expense Adjustments:

Increase Category

Category Number	Category Name	Amount Spent	Budgeted	Variance	Transferred amount	New budget total
801.000	Professional Services	\$4964.17	\$4000	\$964.17	\$1965.00	\$5965.00
	Total Transferred				\$1965.00	

Decrease Category

Category Number	Category Name	Amount Spent	Budgeted	Variance	Transferred amount	New budget total
910.001	Kathy Carrier Condo Association Expenses	\$1392.17	\$1750.50	\$-358.33	\$357.00	\$1393.50
727.000	Office Supplies	\$2063.62	\$7000.00	\$4936.38	\$1608.00	\$5392.00
	Total Transferred				\$1965.00	