

**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: McConnlee ^{SP} 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 Maine 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



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 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

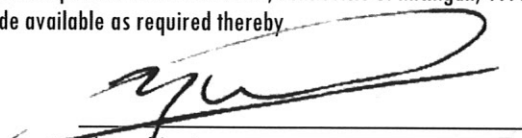
The Sum Total of all of these transactions amounts to \$347,919.40 from the Building Authority

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



Library Director

DATED: August 18 2021

APPLICATION AND CERTIFICATE FOR PAYMENT

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

PROJECT: Alpena County Library Renovations
 APPLICATION NO.: Eleven
 PERIOD TO: 08/12/21
 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
 211 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 \$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).....

6 TOTAL EARNED LESS RETAINAGE \$237,275.65
 (Line 4 Less Line 5 Total)
 7 LESS PREVIOUS CERTIFICATES FOR PAYMENT \$2,135,480.83
 (Line 6 from prior Certificate)
 8 CURRENT PAYMENT DUE **\$346,255.20**
 9 BALANCE TO FINISH, INCLUDING RETAINAGE..... \$619,104.76

| CHANGE ORDER SUMMARY | | DEDUCTIONS | |
|---|--------------------|------------|--------------------|
| Total changes approved in previous months by Owner..... | \$86,585.59 | | \$0.00 |
| Total approved this month..... | \$0.00 | | \$0.00 |
| TOTALS | \$86,585.59 | | \$86,585.59 |
| NET CHANGES BY CHANGE ORDER | | | |

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 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 \$ **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.

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.: Eleven
 PERIOD TO: 8/12/2021
 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 PERIOD APPLICATIONS (D + E) | THIS PERIOD (D + E) | 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 | 66132.00 | 4000.00 | 0.00 | 70132.00 | 4868.00 | 7013.20 |
| 2 | Testing, cleaning, temp facilities | 30000.00 | 15000.00 | 5000.00 | 0.00 | 20000.00 | 10000.00 | 2000.00 |
| 3 | Demolition | 180000.00 | 175140.00 | 4360.00 | 0.00 | 179500.00 | 500.00 | 17950.00 |
| 4 | Sitework | 30000.00 | 8095.00 | 10500.00 | 0.00 | 18595.00 | 11405.00 | 1859.50 |
| 5 | Site improvements | 30000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30000.00 | 0.00 |
| 6 | Concrete | 70000.00 | 46519.00 | 13481.00 | 0.00 | 60000.00 | 10000.00 | 6000.00 |
| 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 | 10000.00 | 0.00 | 0.00 | 10000.00 | 0.00 | 1000.00 |
| 10 | Glazed decorative railing | 55000.00 | 30494.00 | 24506.00 | 0.00 | 55000.00 | 0.00 | 5500.00 |
| 11 | Carpentry | 25000.00 | 5657.00 | 0.00 | 0.00 | 5657.00 | 19343.00 | 565.70 |
| 12 | Dampproofing, waterproofing, insulation | 30000.00 | 30000.00 | 0.00 | 0.00 | 30000.00 | 0.00 | 3000.00 |
| 13 | EFIS | 5000.00 | 5000.00 | 0.00 | 0.00 | 5000.00 | 0.00 | 500.00 |
| 14 | Phenolic panels | 50000.00 | 50000.00 | 0.00 | 0.00 | 50000.00 | 0.00 | 5000.00 |
| 15 | Single membrane roofing, caulking, seal | 14000.00 | 13000.00 | 0.00 | 0.00 | 6000.00 | 44000.00 | 600.00 |
| 16 | Interior doors, frames, all finish hardware | 96000.00 | 34387.00 | 39516.00 | 0.00 | 73903.00 | 13000.00 | 1300.00 |
| 17 | Aluminum storefront | 195000.00 | 130773.00 | 59320.00 | 0.00 | 190093.00 | 22097.00 | 7390.30 |
| 18 | Window tinting | 5000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4907.00 | 19009.30 |
| 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 | 66542.00 | 2458.00 | 0.00 | 69000.00 | 1000.00 | 6900.00 |
| 21 | Hard tile | 35000.00 | 30000.00 | 5000.00 | 0.00 | 35000.00 | 0.00 | 3500.00 |
| 22 | Acoustical ceilings | 45000.00 | 35000.00 | 10000.00 | 0.00 | 45000.00 | 0.00 | 4500.00 |
| 23 | Flooring | 265000.00 | 208126.48 | 28543.00 | 0.00 | 236669.48 | 28330.52 | 23666.95 |
| 24 | Painting | 60000.00 | 50000.00 | 5000.00 | 0.00 | 55000.00 | 5000.00 | 5500.00 |
| 25 | Specialties - accessories, signage, etc | 20000.00 | 0.00 | 15000.00 | 0.00 | 15000.00 | 5000.00 | 1500.00 |
| 26 | Roller shades | 15000.00 | 0.00 | 10000.00 | 0.00 | 10000.00 | 5000.00 | 1000.00 |
| 27 | Manufactured casework | 60000.00 | 0.00 | 30000.00 | 0.00 | 30000.00 | 30000.00 | 3000.00 |
| 28 | Labor for owner supplied shelving | 5000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5000.00 | 0.00 |
| 29 | Elevator | 140000.00 | 127333.00 | 0.00 | 0.00 | 127333.00 | 12667.00 | 12733.30 |
| 30 | Plumbing & HVAC | 536000.00 | 331893.00 | 106861.00 | 0.00 | 438754.00 | 97246.00 | 43875.40 |
| 31 | Electrical | 302000.00 | 277289.00 | 0.00 | 0.00 | 277289.00 | 24711.00 | 27728.90 |
| 32 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 33 | CO #001 - Canopy Modifications | 5127.98 | 4000.00 | 0.00 | 0.00 | 4000.00 | 1127.98 | 400.00 |
| 34 | CO #002 - Plumbing & Mechanical mod | 67947.00 | 56764.00 | 11183.00 | 0.00 | 67947.00 | 0.00 | 6794.70 |
| 35 | CO #003 - Misc revisions | 6741.21 | 4761.00 | 0.00 | 0.00 | 4761.00 | 1980.21 | 476.10 |
| 36 | CO #004 - Bulletin #3 electrical changes | 6769.40 | 5123.00 | 0.00 | 0.00 | 5123.00 | 1646.40 | 512.30 |
| TOTAL | | \$2,754,565.59 | \$1,988,028.48 | \$384,728.00 | \$0.00 | \$2,372,756.48 | \$381,829.11 | \$237,275.65 |



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

August 2, 2021
Project No: 31606603
Invoice No: 35765

Contract/IDIQ #
PO #
Task Order #

Total Now Due \$1,664.20

Project 31606603 Alpena County Library Renovation
Professional Services through July 23, 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 | 95.00 | 70,224.00 | 69,484.80 | 739.20 |
| 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 | 95.00 | 17,575.00 | 16,650.00 | 925.00 |
| Total Additional Services | 34,300.00 | | 33,375.00 | 32,450.00 | 925.00 |
| Total Fee | 298,300.00 | | 293,679.00 | 292,014.80 | 1,664.20 |
| Total Fee | | | | | 1,664.20 |
| Total this Phase | | | | | \$1,664.20 |
| Total this Invoice | | | | | \$1,664.20 |

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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.

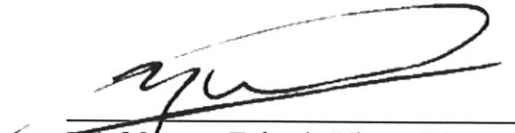
In order to meet ongoing funding requirements for renovating the library facility, The Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes The Treasurer of Alpena County to transfer \$942,415 from the Library General Fund to the Building Authority of Alpena County.

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.


Eric Mogness-Eubank, Library Dir.

DATED: July 21, 2021