

BOARD OF TRUSTEES - SPECIAL MEETING

Date: Tuesday, April 22, 2025

Time: 4:30 p.m.

Place: Loutit District Library, Program Room A

Meeting Minutes

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Board President Caryn Lannon at 4:30 p.m.

Roll: Belter, Brooks, DeWitt, Collins, Lannon, Menerick, Rusco

Absent: Longstreet

Staff: Peters, Harrison

2. APPROVAL OF AGENDA

Motion to approve the agenda: Motion by Menerick , second by Rusco. Vote: 7-0

Discussion: none

3. PUBLIC COMMENT: none

4. TRUSTEE COMMENT: none

5. DISCUSSION RE: WAANDERS MAKER SPACE DESIGN WORK AND CONSTRUCTION RFPs

Peters reported that on April 18 she received an email from the Waanders family wondering about the progress on the maker space. Due to an email group error, the family had not received email updates. They would like to see some forward movement. Peters explained that the board only meets at least once a month, the issues with getting a design and bids.

Peters had a discussion with Kirsten Runschke and was advised to start with a design first and then put out the RFPs.

For the architectural design work, if we go with Runschke, the architect fee is \$4500 plus an engineering fee which would be about \$4500.

In a discussion with Ross Smith of WJE, he felt we did not need architectural drawings. For engineering and design – bid out design cheaper, small room, felt we didn't need a more elaborate design.

The Runschke design would be more polished. This might needed to use for fundraising.

Peters checked with the lawyer and checked purchasing policy. The policy doesn't mention RFPs.

Belter questioned if there was initially a request for RFPs for the project. There was not yet, only two companies were contacted by staff – Copper Rock and Kasco – to look at the scope of the project prior to securing funding. Now that the bulk of the funding is secured, the project can formally move forward.

There was considerable discussion on the use of either Smith or Runschke, including hiring Runschke for the architectural work and Smith as the engineer, possibly the construction manager. Either would then put out the RFPs for the project.

Menerick asked about the survey related to the maker space. Peters: over 700 responses for the survey, they have until the end of April.

Menerick also questioned whether extra space, and a separate room, should be included in the plans.

6. MOTION TO SELECT ARCHITECT FROM BIDS AND PROCEED WITH WAANDERS MAKER SPACE DESIGN PLAN

Motion by Collins, second by Rusco, to select Kirsten Runschke architect of the firm Architektura, PLC for design services and with a strong preference for Ross Smith of WJE for engineering services and service as the owner's representative.

Vote: 7-0

7. MOTION TO POST REQUEST FOR PROPOSALS FOR GENERAL CONTRACTOR CONSIDERATION AFTER DESIGN PLAN HAS BEEN COMPLETED AND APPROVED

Item #7 was withdrawn from the agenda.

Motion to remove item 7: motion by Belter, second by Rusco. Vote 7-0

8. TRUSTEE COMMENT

Menerick commented on the pottery wheel, discussed prices. She has a donated cone fired kiln. The Personnel Committee will meet at 4 p.m. on May 13 to discuss the Director's evaluation format. Need to reserve a room for the meeting.

Belter questioned if there was a survey of services by local artists to avoid duplication of something they already are doing – instruction, classes. Peters commented that staff had been in contact, and many expressed the need for a kiln for firing as that is an issue. They would like to see that available. Peters commented that it would need to be monitored to avoid issues with library programs. Belter commented that outside/private use of the kiln (if installed) would add to the utility costs for the library.

9. ADJOURNMENT

The meeting was adjourned at 5:33 p.m.

10. NEXT REGULAR MEETING:

Board Meeting: May 13, 2025, at 5:00 p.m.