

Brighton District Library
Board of Trustees
April 20, 2004

CALLED TO ORDER: This meeting was called to order at 7:07 p.m.

ATTENDANCE: Present: President Charles Osterdale, Rich Adams, Jeannette Hill, Jack Nowicki, Louise Patrick, Lisa Berry-Bobovski and Anne King-Hudson.

Absent:

Staff: Director Charlene Huget, Karen Keller, Assist. Director

Guest: Piet Lindhout and Mike Kennedy from Lindhout & Associates

Dr. Linn Campbell

Evelyn Montgomery, Chief Deputy County Clerk

APPROVAL OF AGENDA: Moved by Rich Adams and seconded by Jeannette Hill to approve the agenda with the addition to discussing Millie's Garden trellis under Public Relations. Motion carried.

APPROVAL OF MINUTES: Moved by Jeannette Hill and seconded by Louise Patrick to approve the March 17, 2004 Board Minutes. Motion carried.

Moved by Jeannette Hill and seconded by Rich Adams to approve the March 29, 2004 Special Minutes via electronically. Motion carried

Moved by Louise Patrick and seconded by Rich Adams to approve the April 6, 2004 Special Minutes. Motion carried.

Policy/Personnel:

Resolution#04-0021- Moved by Rich Adams and seconded by Jeannette Hill to approve Policy #212-Other benefits for Full and Part Time Employees to include the HIPAA Policy, the MESP Payroll Deduction plan and to approve the amendment of Flexible Spending Plan Document. Motion carried

Resolution#04-0022- Moved by Jeannette Hill and seconded by Louise Patrick to approve the revision of Policy#307A-Accounting Policy. Motion carried.

Resolution#04-0023- Moved by Louise Patrick and seconded by Lisa Berry-Bobovski to appoint Jack Nowicki to fill in the vacant position with the retirement of Dr. Linn Campbell. Motion carried.

Resolution#04-0024- Moved by Jeannette Hill and seconded by Louise Patrick to approve the Architect Contract dated 3/16/04. Motion carried

PUBLIC COMMENTS: none

STAFF COMMENTS: Ms. Evelyn Montgomery, Chief Deputy County Clerk, officially issued the oath of office to new board member Jack Nowicki. The board thanked Ms. Montgomery for coming.

BOARD COMMENTS: President Charles Osterdale presented an appreciation plaque to Dr. Campbell for his years of dedicated services to the library and the community.

PRESIDENT'S REPORT: none

DIRECTOR'S REPORT: none

COMMITTEE REPORTS:

Budget/Finance:

Resolution#04-0019: Moved by Anne King-Hudson and seconded by Louise Patrick to approve the payment of bills based on claims docket in the amount of \$50,686.95 dated 4/20/04. Motion carried.

Resolution#04-0020: Moved by Anne King-Hudson and seconded by Lisa Berry-Bobovski to approve the payment of payroll checks dated 3/25/04 and 4/8/04. Motion carried.

Resolution#04-0025- Moved by Anne King-Hudson and seconded by Lisa Berry-Bobovski to approve the authorization of payment of a second invoice of \$19,200 to Lindhout & Associates and Frye Gillan Molinaro Architects for work in progress of the building expansion to be allocated from the Capital Improvement Fund. Motion carried.

Planning/Fundraising : none

Building Technology: Piet Lindhout and Mike Kennedy from Lindhout & Associates presented to the board a time-line regarding the site feasibility study, several preliminary building/site options and a construction cost budget. It was suggested to meet once a month for any review or refinements. Lindhout & Associates recommended a 2-story structure. Mr. Lindhout gave an analysis of the interior and exterior of the current building as well as the surrounding area and the impact this will have. According to Mr. Lindhout the original building is well constructed. The library does show signs of ice damage, but this will be taken care of when the construction is underway. Heating and cooling was discussed. The pneumatic system would still work but possibly convert it to digital controls for better performance. An additional system is recommended for the new 2-story addition. Number of future parking spaces was discussed. Mr. Lindhout provided the board a comparison from other libraries. It is recommended for the library to be looking at a range of 160-190 total parking spaces. Mr. Lindhout assured the board that they will be in compliance with the city ordinance and make sure that the wetlands are not disturbed. Mr. Lindhout has been in contact with the City of Brighton and they are receiving a positive feedback for this project. Safety was also an issue. The board would like to see sidewalks and a safe crosswalk to the library. The board reviewed three

of the Architects floor plans. Mr. Lindhout and Mr. Kennedy went through and explained each dia gram. The breakdown of the estimated project cost of \$9,615,452.00 for the remodel of the existing building and the new construction was discussed.

A summary booklet of the present site feasibility study will be presented to the board at the May 4 Committee meeting for their review. The board elected to have a Planning Committee meeting on Tuesday, April 27 at 7:30 p.m. to review what was presented to them tonight. The board will make their decision at the regular board meeting on May 18, 2004.

Public Relations: Jeannette Hill proposed several trellis designs to the board for the Children's Garden. The board decided on the trellis designed by Brighton Iron Works. This trellis will have the name Millie's Garden at the top, in memory of the Dr. Mildred Lintner. The cost of this trellis is \$450.00.

OLD BUSINESS: none

NEW BUSINESS: The board was given a sign-up sheet to select a Saturday in May to visit other neighboring libraries.

ADJOURNMENT: This meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Louise Patrick
Secretary

Next Board Meeting: Tuesday, May 18, 2004
Committee Meeting: April 27, 2004
Committee Meeting: May 4, 2004