

**LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS
SPECIAL MEETING
December 18, 2024**

Board Members Present: Jennie Berkson, Bret Crimmins, Berkley Duck, Michael Fleishman, Alan Hartwick, Laurie Lisuk

Board Members Absent: None

Public: None

Staff Present: Mark Morton

Berkley Duck, President, called the meeting to order at 1:00 p.m.

Building project

Chris Touhey from Spence Brothers reviewed the Bidding Reconciliation spreadsheet included with the meeting materials and discussed the bidding process. He described the follow-up procedures employed by Spence to assure that the bids included all elements of the project and its bidder vetting process. The next steps will be –

- Presentation to and approval by the Board of a construction management agreement with Spence. The agreement will be based on the appropriate AIA form. Spence will provide a draft.
- Spence issues subcontracts.
- Spence obtains all needed permits.
- Construction begins approximately early February.

Seawall project

Spence is willing to act as construction manager for the seawall project. As the seawall and building projects will be going forward on the same timetable, Spence's involvement in this capacity will provide several advantages for the Library. Chris will (a) review the EGLE permit and the related design documents, (b) contact potential subcontractors to assess their availability, and (c) review the Tiffany cost estimate and provide feedback.

Chris then left the meeting.

The case statement for the Seawall Fundraising, included with the meeting materials, was approved unanimously.

The Board discussed the timing and structure of the fundraising effort and agreed on the terms of a grant request to the Edmund F. and Virginia B. Ball Foundation.

Amendment of Financial Procedures Policy

Berkley suggested that we reconsider the terms of the "Bidding Process" provisions of our Financial Procedures Policy in light of our experience with the building project. Following a discussion, the following amendment to paragraph 5.1 of the policy was approved and adopted:

5.1. New Commitments. Unless otherwise determined by the Board of Directors based on the factors set forth in paragraph 5.3 and recommendations from trusted sources, ~~for~~ ~~For~~ any new Commitment expected to have a value in excess of \$10,000, whether budgeted or unbudgeted, the Library shall submit identical bid specifications to at least two different vendors. Bid specifications shall be prepared by or under the supervision of the Director. A vendor that has a gift or sponsorship history with the Library may be included in the bidding process. Quotes received from prospective vendors shall be reviewed by the Director, who shall pass his or her recommendation on to the Library Board.

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned.

Respectfully submitted,

Jennie Berkson
Secretary