

LELAND TOWNSHIP PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
February 27, 2023

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

Board Members Absent: None

Invited Guests: Chris Touhey and John Galnares from Spence Brothers

Public: None

Staff Present: Mark Morton

Berkley Duck, President, called the meeting to order in the Munnecke Room at 9:05 AM

Minutes

On motions duly made and seconded, the minutes of the meeting held 1/9/23 and the Special Meeting held 1/11/23 were unanimously approved.

Expansion Project

Chris Touhey and John Galnares from Spence Brothers distributed a Summary and accompanying 5-page breakdown of the estimated costs for the expansion project. The total project costs are estimated to be approximately \$3.5 million. The discussion included the following:

- It was noted that the estimate was arrived at without access to construction drawings, which have not been commissioned. The 15% “Design and Engineering Contingency” is an attempt to recognize the additional costs that might be revealed by those drawings. The cost estimate could be updated as more information becomes available, but Spence recommends retaining the 10% Construction Contingency throughout the project.
- Spence does not anticipate a decrease in construction costs but believes that the estimate will remain valid for the next 12 months.
- The estimate includes the assumption that Spence would act as construction manager and includes their fees for that service, and Spence anticipates that it could manage this project as part of its 2024 schedule.
- Spence estimates that the project could be completed in eight months.

The Spence representatives then left the meeting.

The discussion then turned to the timetable for the project. It was agreed that funding must be secured prior to commencement of construction and Mark reported on the involvement in our capital campaign of Kaitlin Watkins and Dan and Kathleen Jamieson. The Library’s operating millage will come before the voters in August 2024, which suggests that our capital campaign should be completed no later than July 2024. The Board reviewed “The Case for an Expanded Library” included with the meeting materials and suggested various changes. Mark is keeping our potential major funding sources advised of our progress and other funding ideas were discussed. It was noted that we needed a naming policy and a donor recognition policy.

Financial Report

The financial report included with the meeting materials was presented with no unusual items.

Director's Report

The Director's report included with the meeting materials was presented with no unusual items.

Old Business

Jennie noted the need to update the website.

Mark reported that the Township Board has voted to proceed with the permitting process for the steel wall option instead of riprap.

Mark reviewed proposed changes to the budget for the current fiscal year outlined in the meeting materials, and those changes were approved.

Draft Budget

Mark reviewed the draft budget for the fiscal year ending March 31, 2024, included with the meeting materials. Following a discussion, on motion duly made and seconded, the draft was approved,

New Business

The possibility of hiring a grant writer was discussed. The matter was tabled.

Public Comment

There was no public comment.

The meeting was adjourned at 11:10 am.

Next meeting was rescheduled to April 17.

Respectfully submitted,

Jennie Berkson
Secretary