

Minutes

Henika District Library

Building & Grounds Committee Meeting

April 27, 2026 at 5:00 pm

I. Meeting called to order at 5:00 pm by Marsh

- A. Members Present: Rachel Brinks, Gary Marsh, Pamela Meyer
- B. Members Absent: None
- C. Staff Present: Cierra Bakovka
- D. Guests: Meghan Augustin (ex-officio)

II. Approval of Agenda: Augustin motioned to approve the agenda as presented, Meyer seconded. All in favor, motion carried.

III. Community Opportunity to Address the Committee: No community present.

IV. Approval of Meeting Minutes: Augustin motioned to approve the February 2026 Building & Grounds Committee meeting minutes, Brinks seconded. All in favor, motion carried.

V. Unfinished Business: None

VI. New Business

A. Architect RFP

1. Triangle drafted an RFP for an architect that they need us to approve and provide a timeline for. Committee discussed. Marsh motioned that we recommend to the board at the May 12 regular meeting the following timeline:

- RFP Issued: May 15, 2026
- Proposals Due: May 29, 2026
- Interviews, if required: June 3 & 4, 2026, 6-8 pm
- Selection: June 9, 2026
- Project Kickoff: July 6, 2026
- Completion of Conceptual Work: Fall 2026

Brinks seconded. All in favor, motion carried.

B. Storage Shed

1. The city did not pick up our picnic tables last fall to store them over the winter and two rotted. Bakovka will be purchasing two new picnic tables and is considering purchasing a storage shed for us to store the tables ourselves. While the cost of this is within her budget and purview, she

wanted the committee's input. Committee reviewed storage shed options and discussed purchasing picnic tables that are weather-proof, instead. Marsh recommended a local craftsman who makes custom furniture. Bakovka will investigate the options further before making a final decision.

VII. Around the Table

- A. Brinks: Nothing to add.
- B. Augustin: Nothing to add.
- C. Marsh: Appreciates the brevity of the meeting.
- D. Meyer: Nothing to add.
- E. Bakovka: Is tired and looking forward to her wedding and time off.

VIII. Adjournment: Meeting adjourned by Marsh at 5:39 pm.