

Meeting Minutes

Henika District Library

Building & Grounds Committee Meeting

May 5, 2025 at 6:15 p.m.

I. Meeting called to order at 6:17 p.m. by Marsh.

- A. Members Present: Meghan Augustin, Rachel Brinks, Gary Marsh, Pam Meyer
- B. Members Absent: None
- C. Staff Present: Cierra Bakovka – Director
- D. Guests: None

II. Approval of Agenda

- A. Motioned by Augustin and seconded by Meyer. All yes, motion passed.

III. Community Opportunity to Address the Committee

- A. No community present.

IV. Approval of March 5, 2025 Building & Grounds Committee Meeting Minutes

- A. Motioned by Augustin and seconded by Meyer. All yes, motion passed.

V. Unfinished Business

- A. USDA Update:

We were not able to post the RFP for an architect when we wanted, because the USDA has communicated that they believe we did not have a fair/open enough process when hiring Triangle. In order to proceed, the USDA would like for us to fire Triangle and post an RFP for new bids, with Triangle being excluded from participation due to prior knowledge of the project.

When we hired Triangle originally, we were in the very early stages of the project and needed someone to walk us through the process; multiple companies were contacted via phone, and most outright refused to work with us. Because they were calls and not emails, and because the refusals were so quick, these communications were not entered into any meeting minutes, and we don't have a clear record of them. However, Triangle was on our pre-application, which the USDA approved.

Bakovka and Augustin have been in meetings with USDA reps and Triangle to work through the issue, and have another meeting this week on May 7, 2025.

VI. New Business

A. Parking Lot:

Our parking lot needs restriping and to have a few potholes and cracks filled. Currently, we have more handicap spaces than needed by law. We only need one, but will keep two to better serve our patrons. We will need to purchase standing signs for these spaces to be legal.

Bakovka gathered bids from multiple companies, and we will use A1 Asphalt for the restriping and pothole filling. They are a company we have worked with before and had competitive prices.

Bakovka will research where we can purchase the standing signs, and if the prices are reasonable, will go ahead and purchase them.

B. Facade Grant:

1. Lighting: In order to use the grant money, the lights must be attached to the building. Brief discussion ensued about our aesthetic goals for the building. We want enough lighting for the safety of patrons, staff, etc., but would like the exterior to remain classy and fit the historical nature of the building, if possible.

We have one quote for attached lights currently. Bakovka will gather more quotes, and potentially more ideas for lighting options, as well.

2. Windows: Until we know how much we will be spending on the lighting, we will not know how much we have left to put toward the windows.

VII. Around the Table

Augustin - Nothing to add.

Meyer - Sorry that we have to deal with USDA trouble, but believes Augustin and Bakovka are doing a great job handling the challenges.

Brinks - Nothing to add.

Marsh - Happy that we're making progress. Believes it is important that we not change anything about the building in a way that goes against our aesthetic goals even if it means not using grant money.

Bakovka - Nothing to add.

VIII. Adjournment

Augustin motioned to adjourn the meeting, Meyer seconded.

Meeting adjourned at 6:58 p.m.