

MINUTES

Henika District Library

Building/Grounds Meeting

February 12, 2024: 4:30pm

- I. Call to order at 4:31pm by. T. Fryling
 - A. Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Gary Marsh
 - B. Members Absent: none
 - C. Staff Present: Cierra Bakovka – Director
 - D. Guests: none
- II. Approval of Agenda: motioned by Augustin, seconded by Byville. All yes, motion passed.
- III. Community Opportunity to Address the Committee: No one present
- IV. Approval of November 2023 Meeting Minutes: motioned by Fryling , seconded by Augustin with a couple of typographical corrections . All yes, motion passed
- V. Unfinished Business
 - A. Parking Lot Update – Real estate transaction officially closed so parking lot is now property of Henika District Library as of 2/7/2024. As this is officially no longer public parking, decisions will need to be made regarding neighboring businesses using spaces. Options discussed: posting signs, especially closest spaces to library and handicapped spaces; providing neighboring businesses with official notification; option that spaces should not be open to neighboring businesses during library regular hours, but permitted after library hours. Professional communication is essential to maintain friendly neighbor relationships as signage may not be well received. Agreed that official notification needs to happen prior to any signage. Recommendations for official

notification to go to Board in near future, including having a policy for enforcement.

1. Tabled until next Building meeting pending Cierra getting input from local libraries and policy is written.
2. Plowing update- Per Wayland City Manager, if the closing date went into February, they would assume the plowing for the remainder of this winter.

Will monitor.

B. Triangle Update

1. Discussion held with Triangle representatives on 2/7/24 with 2 options presented for new addition. Both options involve building off the 1960's addition of current library, with or without keeping current addition. Triangle is trying to obtain clarification from Historical society to determine if 1960's addition can be modified or is considered part of the 'historical site'. Building committee asked for one more option that will be 2 stories and preserve more green space. No decision made at this time. Once 3rd option is presented to Building committee by Triangle, final decision will be taken to Board. Current options were approximately 9000 sq ft added as one level.

2. Point of discussion about removing current 1960's addition creating a situation of just putting more back on and costing more, realizing that the reason for taking off the addition will address the 'split-level' situation as well as modernizing any new space. Future discussion need to be held once 3rd option received from Triangle and Historical Society gives their input.

VI. New Business

A. Cleaning Services: Concerns raised about quality of current cleaning company. Current company sub-contracts and we are on 3rd team in 5 years. Concerns have been communicated to parent company, including 'no-show/no-call', obvious dirty

walls/floors remain after cleaning. Per research, locally it is becoming a common practice to hire a 'dedicated' employee to take over these services. Financially, current company costs \$6,600 per year. Per various local libraries, several titles are used, varying hours are utilized, salary range (for part-time with no benefits) vary. Would require workers compensation however that is minimal cost.

a. Under consideration

- i. Salary range \$15.00 to \$20.21 per local comparison, \$120 - \$303.15/week
 1. \$17.00 - \$21.00 recommended per *INDEED*. Agreed upon by committee members.
 2. our staff is currently \$13.50 - \$16.97
- ii. Job description (to include minor maintenance) - needs to be written by Cierra.
- iii. Job title: "Custodian" agreed upon by committee members
- iv. Hourly requirements 8 – 12 hrs/week agreed upon
- v. Outside of 'open' hours – agreed upon
- vi. OSHA training requirements clarification by Cierra
- vii. Clarification of procedures/expectations of services. Reviewed at Building committee meeting, minor changes made.
- viii. Ownership of cleaning supplies (chemicals and equipment) would be by Library (no alternate options)
- ix. When to post position. Current company is on a month to month basis. Official notice to current company after new hire accepts offer.

B. Furnace and Air Conditioning – when general maintenance was performed November 2023 by DeWeerd, recommendations made to start considering getting new equipment.

- a. Currently have a furnace (in original basement) and A/C (on North side of building) to each portion of Library. Put in in 1995 and 1996.
 - b. Have a quote from DeWeerd (in Wayland) for all 4 units = \$21,975.
 - c. No repairs have been required in past 3 years.
 - d. Discussion about options. Split opinions. Triangle stated they would be updating heating and A/C at time of construction. Cierra to get clarification from Triangle on what will be done at time of expansion. Either way, money needs to be available in case of emergency breakdown or repairs. Currently available in the budget. Tabled until further information obtained.
- C. Review Survey Results- Reviewed. Reinforced many previous assumptions. Overall very positive and nearly 50% would support some type of milage. Many requests for more space, more parking, dividing study/ready areas. Agreed with prior community survey done by planning committee in 2022. Findings to be presented to Board on 2/13/24. Further decisions pending anticipated expansion plans.

VII. Around the Table

Gary: Overall negative about committee's ability to make quick decisions.

Meghan: Positive about overall progress of library and committee.

Tami: Committee tends to spend a lot of time on solving problems than we have no control over; i.e. how neighboring businesses will feel about parking spaces. Otherwise, still positive overall about how much work is being accomplished.

Cierra: no comment

Suzy: So much covered and progress made.

VIII. Adjournment Meghan/Suzy 6:55pm