

# AGENDA

Henika District Library  
Building & Grounds Committee Meeting  
October 23rd, 2023 at 4pm

- I. Call to Order**
  - A. Members Present:
  - B. Members Absent:
  - C. Staff Present:
  - D. Guests:
  
- II. Approval of Agenda**
  
- III. Community Opportunity to Address the Committee**
  
- IV. Approval of Meeting Minutes**
  - A. August 2023 Building & Grounds Committee Minutes
  
- V. Unfinished Business**
  - A. Funding Updates
  - B. Parking Lot Update
  - C. Site Options Discussion Continuation
  - D. Review Needs/Wants List
  
- VI. New Business**
  - A. Next Steps discussion
  - B. Basement
  
- VII. Around the Table**
  
- VIII. Adjournment**

# AGENDA

Henika District  
Library  
Building & Grounds Committee  
Meeting  
August 15<sup>th</sup> 2023 at  
1pm.

## **I. Call to Order 1:05**

- A. Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Suzy Byville
- B. Members Absent:
- C. Staff Present: Cierra Bakovka
- D. Guests: Mike Meyers from Triangle

## **II. Approval of Agenda** Motioned by Augustin, seconded by Byville

## **III. Community Opportunity to Address the Committee – no one present**

## **IV. Approval of Meeting Minutes Augustin/Fryling**

- A. July 2023 Building & Grounds Committee Minutes

## **V. Unfinished Business**

A. Roof – Have one quote from Property Revolution, was presented at past Board mtg. Other roofing companies have been called, only one has returned calls. Mike from Greenville Roofing has made contact, waiting for a quote from them. At past Board meeting, info was passed to Library Director from Community member present. More information to follow at September Board meeting. Need for chimney removal may be discussed as part of new roofing project.

B. Review Needs/Wants – UPDATED and explanation added for clarity. Additional items added. (See NEW NEEDS/WANTS list.)

C. FINANCING OPTIONS: MOTION to discuss by Fryling, seconded by Augustin

- GRANT: Cierra currently working on a MI state grant (MI Dept of Labor &\* Economic Opportunity) Called Michigan Community Center Grant for up to \$2.5 mil. Due Aug 31, 2023 at 5:00. Grant response expected October 23,

2023. Application details to be sent out by Cierra. Feedback will be welcome, including hiring a Grant writing company. Mike will send info for Cierra to choose what help can be available.

- USDA Loans: in order to expand loan time to 30 years and of course, this changes from year to year. Someone needs to contact GR Office—to be determined at a future time. Question to be forwarded to FINANCE Committee.
- MILLAGE: Would have to be 2024 before it could come up. 2 step process. Community first has to vote to override Headlee, then second millage vote to go up to 1.5 mils (currently at 1.3511).
- BANK: What's in savings/building fund account. How much of a loan can we afford. Decisions to be made by FINANCE committee.

### C. New site Options Updates:

1. Staying on site, adding to current building. Dependent on budget and input from Triangle. Process in beginning steps.
2. Staying on site, building new construction, dependent on if we get the parking lot
  - a. Parking lot: No new updates. Mike updated on current status.
3. Buying a building off site that needs renovation
  - a. Have looked at U of M/Metro. No response after several outreaches.
    - i. Triangle representative agrees to assist with approaching legal owners for clarification.
4. Buying total new property and put on a new building.
  - a. Has been considered, but not thoroughly discussed is likely to be an expensive option.

## VI. New Business

- A. Next Steps discussion
  - a. Grant preparation. Triangle will notify Cierra, she will make decision based on info and/or Cierra will complete grant with current resources available.
  - b. Parking lot decision. Cierra will reach out.
  - c. Triangle needs budget as 1<sup>st</sup> step. Will proceed with passing to Finance Committee with the following questions:
    - i. What financial resources are immediately available?
    - ii. How much of a loan is available from Bank vs. USDA and what terms can we accept?
  - d. Cierra will update NEEDS/WANTS list.

## VII. Around the Table

Bakovka: feeling overwhelmed by Grant process and multiple large projects.

Byville: Lots of work getting done. Is a busy time of year with return to school and board members going back to work (teachers).

Marsh: Clarifying what the questions are going to the FINANCE committee. Thanks the committee for group process.

Byville: Trying to keep up with this big project.

Fryling: This is huge. Good JOB to all of us!

Set next meeting: What times are available: After 4:00, not Thursday. Will set at next board meeting.

**VIII. Adjournment 2:57pm** Motioned by Augustin, seconded by Byville



# Building Wants VS Needs List - DRAFT

## NEEDS

## WANTS

Study Rooms

Computer Lab

Program/Community Room

Youth & Adult Desks

More room for parking

Kitchenette(s)

Access/Egress

Staff Break Room

More accessible elevator

Staff Bathroom

Clean Server Room

Drop Box into Building

Separate Kids/Teen Area

Janitor Closet

Storage Space

Makerspace

Private Director Office

Reading Room

At least 17,000 sqft

Outdoor Space

General Computer Area

Book Sale Area

Private Staff Work Area

Sound Dampening

Ref/Circ Desk