

Minutes

Henika District Library
Building & Grounds Committee Meeting
March 5th, 2025 at 5:30pm

I. Meeting called to order at 5:31 by Marsh.

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

II. Approval of Agenda

Augustin motioned to approve the agenda as presented, Meyer seconded. All in favor, motion passed.

III. Community Opportunity to Address the Committee

No community present.

IV. Approval of Meeting Minutes

Brinks motioned to approve the January 2025 Building & Grounds Committee meeting minutes, Augustin seconded. All in favor, motion passed.

V. Unfinished Business

- A. *USDA Requirements*
 - 1. RFP: Architect?

The committee reviewed a template of an RFP (request for proposal) to use when hiring an architect, updating some of the wording to accurately describe the building expansion project and include our “needs” list. For the section on the RFP related to federal, state, and local requirements, we will need to work with Triangle, the City of Wayland, and USDA in order to make sure this section is legally accurate. For the section on deliverables, we would like to see brief information on the project members and their areas of expertise, but we do not need to be so detailed as to request individual resumes. For the estimated timeline, we would potentially like to begin the advertising period May 1, 2025 to get the ball rolling; we do not currently know what a typical timeline looks like, so Bakovka will connect with Mike at Triangle for more details on what he recommends.

B. Heating and Cooling Updates

Our current furnaces (2) and air conditioning units (2) are quite old, as they were purchased in 1996 and 1997. Currently, our furnaces are being serviced every 3 months by DeWeerd for around \$140 each visit. We would like to get a new furnace for the portion of the original building, which is on a separate line from the other furnace. Eventually, we would like to replace the second furnace as a part of the building expansion plan. We reviewed bids from various HVAC providers and discussed the pros and cons of each. The bid from one company, Hulst, was outdated and we are still waiting on updated numbers from them. We would like to keep to our budget of \$10,000

or less and that will partly determine which company the committee recommends during the next board meeting. We would like to make a decision during the next board meeting one way or another, though, so Bakovka will have Hulst numbers by that time. Whichever company we use, we want to update our servicing to avoid a charge every quarter.

VI. New Business

No new business.

VII. Around the Table

- A. *Marsh*: Reiterated that we need definitive information from the HVAC companies before we can present to the board.
- B. *Meyer*: Nothing to add.
- C. *Augustin*: Nothing to add.
- D. *Bakovka*: Gave brief update on fundraising efforts.
- E. *Brinks*: Nothing to add.

VIII. Adjournment

Bakovka motioned to adjourn the meeting, Brinks seconded. All in favor, motion passed. Meeting adjourned at 6:44 pm.