

## **NOTICE OF ELECTRONIC SPECIAL MEETING**

### **LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Wednesday, March 17, 2021 at 6:00 p.m.**

The Library Board of the Portage District Library will hold a special meeting on Wednesday, March 17, 2021 at 6:00 p.m. This meeting will be held electronically pursuant to 2020 Public Act No. 228 and Senate Bill 1246. The purpose of this meeting is for the award of bids. The Library gives notice of the following:

1. **Reason for Electronic Meeting.** The special meeting is being held electronically because of capacity restrictions and social distancing requirements. Therefore, the Library wants to ensure participation by the public if the public cannot be physically present.
2. **Procedures.** The public may participate in the meeting electronically and may make public comment through either of the following methods.

You are invited to a Zoom webinar.

When: Mar 17, 2021 06:00 PM Eastern Time (US and Canada)

Topic: Special Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81990780463>

Or iPhone one-tap :

US: +16465588656,,81990780463# or +13017158592,,81990780463#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 819 9078 0463

International numbers available: <https://us02web.zoom.us/j/81990780463>

3. **Contact Information.** For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info) prior to the start of the meeting.
4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: March 16, 2021

Quyen Edwards  
Portage District Library  
300 Library Lane  
Portage, MI 49002

# **PORTAGE DISTRICT LIBRARY BOARD**

Special Board Meeting to be held on

**Wednesday, March 17, 2021**

via Zoom at 6:00 PM

## **AGENDA**

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff
- IV. Adoption of the Agenda for the Special Meeting of March 17, 2021 (VOTE)
- V. Governance (15 minutes)
  - A. Discussion Regarding Award of Contracts (VOTE)
- VI. Assessment of Meeting and Additional Comments
- VII. Adjournment

# PORTAGE DISTRICT LIBRARY BOARD

Special Board Meeting to be held on

**Wednesday, March 17, 2021**

via Zoom at 6:00 PM

## AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff
- IV. Adoption of the Agenda for the Special Meeting of March 17, 2021 (VOTE)
- V. Governance (30 minutes)
  - A. Discussion Regarding Award of Contracts (VOTE)
- VI. Assessment of Meeting and Additional Comments
- VII. Adjournment

# PORTAGE DISTRICT LIBRARY BOARD

Special Board Meeting to be held on

**Wednesday, March 17, 2021**

via Zoom at 6:00 PM

I. Start of Meeting - Board members and staff gathered virtually via Zoom and the special board meeting started at 6:00 PM.

## II. Roll Call

*Board Members Present:*

Ken Baker and I am participating virtually from my home in Portage, MI.

Carol Bale and I am participating virtually from my home in Portage, MI.

Michele Behr and I am participating virtually from my home in Portage, MI.

Jeanne Friedman and I am participating virtually from my home in Portage, MI.

Tom Vance and I am participating virtually from my home in Portage, MI.

Donna VanderVries and I am participating virtually from my home in Portage, MI.

Linda Whitlock and I am participating virtually from my home in Portage, MI.

*Library Staff Present:* Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Abby Pylar, Rachel Stickney, Pam Triplett, and Laura Wright

## III. Comments or Requests from the Public, Board Members, or Library Staff

Board Chair Behr welcomed everyone and then opened the meeting for any comments from the public, board members, or library staff.

A.) Comment from Library Director Christy Klien - Library Director Klien said that Library Board Secretary Edwards sent out a draft of the public notice/ press release that will be sent out to the media so that the community is aware of what will be happening at the library. You can email feedback to Edwards or myself and we will take that into consideration as we finalize that document.

DISPOSITION: The Library Board acknowledged the comments made by Library Director Klien.

## IV. Adoption of the Agenda for the Special Meeting of March 17, 2021

Board Chair Behr asked if there were any changes needed to the agenda for the March 17, 2021 special board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the brief agenda.

MOTION: It was moved by Trustee Vance and supported by Trustee VanderVries that the Library Board adopt the agenda for the special meeting of March 17, 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 0-Absent. Motion carried.

## V. Governance

### A. Discussion Regarding Award of Contracts

Library Director Klien said that the library is finalizing its plan to move into a temporary location during the library's expansion and renovation starting in April 2021. With the assistance of our construction management firm Walbridge, we have gone out to bid for the minor improvements that need to be made to the temporary location before moving into that location. Three general contractors provided bids for their work and Hall Builders submitted the lowest bid at \$41,385. We have had a good experience with

# PORTAGE DISTRICT LIBRARY

## Agenda for the Regular Library Board Meeting

Hall Builders in the past as they were the contractors who for our book drop expansion. CT Electrical Services provided the lowest bid for the electrical work at \$9,700. CT has also done work for the library in the past and we have been pleased with their services.

So that the Board is aware, the budget for the temporary space improvements was set at \$120,000. In the quick improvements budget, we have a contingency of \$12,500 for Fire Protection and Egress. The total of these bids is significantly lower, so we will have \$56,415 to help offset moving and rent costs.

We met and received quotes for moving the library's collections and Two Men and a Truck provided the lowest bid at \$104,402, had the largest resource for staffing and trucks, quoted the shortest move time, and had availability that aligns with the library's timeline.

Klien asked if there were any questions. Trustee VanderVries asked if all the companies are local. Hall Builder's office is in Paw Paw, CT Electrical Services is based in Kalamazoo, and Two Men and a Truck is a Kalamazoo area franchise.

If approved by the Library Board, our attorney Scott Hogan will review the contract with Hall Builders.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board award contracts to all three of the lowest bidders for their services - Hall Builders, CT Electrical Services, and Two Men and a Truck.. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

### VI. Assessment of Meeting and Additional Comments

A.) Library Board Chair Behr said that she reviewed the press release and wanted to know what the plan was for other marketing of the library's temporary move and building renovation. Marketing Manager Whitehurst said that there will be an ad on the homepage of the library's website that will link to a webpage about the renovation that can be continually updated. We will also put information out via our e-Newsletter and on social media. We will have posters and flyers in the building. Right now, we are giving out high-level information and in the weeks to come the information will get more specific. Whitehurst said that he would also like to send a letter to every resident in Portage so that the entire community is aware of our plans.

B.) Trustee Friedman said that she wanted to take the opportunity to say how awesome the experience was with Jason Reynolds last night through the CommuniTeen program. It was so proud as a teacher in Portage knowing that some of my students had the opportunity

### VII. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the special board meeting of March 17, 2021.

DISPOSITION: The special board meeting of March 17, 2021 was adjourned at 6:27 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary