

**Romeo District Library Regular Board Meeting
Graubner Library 7:00 P.M.
February 19, 2025**

1. Call To Order

Servitto-Smith called the meeting to order at 7:00 P.M.

Present: Mike Arcy, Kathy Clark, Bill Grandstaff, JoAnn Marino, Liane Miller, Trese Servitto-Smith
Staff Present: Claire Meeker, Linda Schultz

2. Pledge of Allegiance

3. Public Participation

None

4. Approval of the Agenda

Revised agenda is accepted and filed as presented.

5. Consent Agenda

- a. **Approval of the Minutes**
- b. **Approval of Financial Reports**

Consent Agenda is accepted and filed as presented.

6. Director's Report

Meeker gave an overview of items outlined in her director's report. Meeker stated that she is meeting with the Washington Twp. Planning Commission on April 10th for a courtesy review of the renovation site plan.

7. President's/Trustees' Reports

Miller noticed that all of the Kezar programs appear to be booked and asked whether we need to book more events due to public interest. Meeker agreed and will look into this.

8. Unfinished Business

a) **Strategic Plan Update**

Meeker presented an update to the Strategic Plan.

b) **Update From Architect, Seth Penchansky**

Penchansky reviewed the latest floor plan. He stated that he met today with staff members of the Children's Department for their comments and input.

9. New Business

Note: While items under New Business are in order as they appear on the agenda, the board chose to address item (e) first.

a) **Approval of Architectural Design Services from Daniels and Zermack**

Servitto-Smith would like an attorney to look over the contracts that need to be signed. Meeker will request Carla to add this as a budget line item. Marino would like to sit down with other libraries that have gone through a similar renovation. Penchansky agreed that speaking with other libraries is a good idea, however, he assured the board that his firm will generally take care of everything.

Grandstaff moved and Arcy supported motion to engage the architectural design services of Daniels and Zermack not to exceed \$385,400.

ROLL CALL:

AYES: Arcy, Clark, Grandstaff, Marino, Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

b) Approval to Hire Construction Manager for Expansion Project

Penchansky responded to comments and answered questions regarding the difference between hiring a construction manager versus a general contractor.

Miller moved and Arcy supported motion to approve the hiring of a construction manager for the upcoming building project.

ROLL CALL:

AYES: Arcy, Clark, Grandstaff, Marino, Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

c) Approval of the Engagement of Library Planning Associates for Expansion Planning

Grandstaff moved and Miller supported motion to engage the services of Anders Dahlgren through Library Planning Associates for the planning of the Graubner building project at a total of \$18,250.

ROLL CALL:

AYES: Arcy, Clark, Grandstaff, Marino, Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

d) Approval of New Notary Policy

Marino moved and Arcy supported motion to adopt policy as presented.

AYES: Arcy, Clark, Grandstaff, Marino, Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

e) Approval of Surveying Services

Miller moved and Clark supported motion to approve the surveying services from Monument Engineering Group Associates not to exceed \$8,500.

ROLL CALL:

AYES: Arcy, Clark, Grandstaff, Marino, Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

10. Public Participation

None

11. Adjournment

Meeting was adjourned at 8:25 P.M.