

Approved 2.25.09

C-1 MAR 09 2009

MacDonald Public Library
Board of Trustees Meeting Minutes
January 28, 2009

1. Meeting called to order at 7:30 by Powers. Members present: Lisica, Earle, Weins, Runels, Library Director Thomas, Mayor Goldenbogen and Mike Phelan from Thompson-Phelan Group, Inc.(T-PG)

There was no public discussion.

2. Motion to approve the minutes of December 10 2008 as presented made by Weins, 2nd by Earle, approved.

3. Motion to accept the financial reports as presented made by Runels, 2nd Powers, Approved.

Discussion on new payment line to be added to the expenditure sheet. The City will now charge the Library for accounting, billing and payroll work performed on it's behalf.

MOTION: Made by Weins: "Add line item number 830.101 "Utility Billing Charge", and to allocate \$10K for the initial expense which will be reconciled at year end" 2nd by Runels, Approved.

4. BUSINESS:

OLD: The Board discussed the changes to the personnel policy specific to Library requirements. Weins requested additional time to examine portions of the policy. Item tabled until February meeting.

NEW: 1 The expansion sub-committee outlined the initial meeting with Thompson – Phelan Group. Mike Phelan added to the discussion and answered questions from the Board regarding the Letter of Intent, Pre-Construction Agreement, AIA document and other concerns including property rights of as-built plans. While T-PG will retain intellectual rights MPL will have a full set of "as built" drawing for use as required. The next sub-committee meeting will be February 11th at 5PM at the T-PG office.

2. Letter of Intent will be sent to the city attorney for review before signing.

3. Pre-Construction Agreement will be sent to the city attorney for review before signing.

MOTION: made by Weins to accept the LOI, Pre-Construction Agreement and AIA document (with all attachments) subject to approval from the city attorney. 2nd by Runels, Approved.

MOTION: made by Powers to "Appoint Runels as the designated signatory of the Library with Weins acting as second approval for all construction notices involved with the expansion plan." 2nd Lisica, approved.

OTHER: The Board acknowledges the thank you note from Sandy VanTeim and the letter from Sally Ann Hudson.

5. ANNOUNCEMENTS, ETC:

- a. December programs were very successful including Santa Claus
. January programs will include a chess and checkers program for elementary children, a "Tweens" program for kids 10-12 to parallel the Teens program which is very successful.
- b. The Friends organization is active. They have purchased a digital camera for Library use, will return the harpist from this year's program next year, and plan other programs including a grooming pets presentation, a silent auction, and a Princes Tea.
They have also planned a second plant sale but are forced to postpone until a new vendor can be found, New date TBA..
The Friends also want ideas for the "Make and Take" program they plan for the Library.
- c. The police presentation by Det. Wiley was well received and very informative. The staff was enlightened to several aspects of security and safety not previously brought up. The Board appreciates Det. Wiley's time and effort for such a thorough and enlightening session.

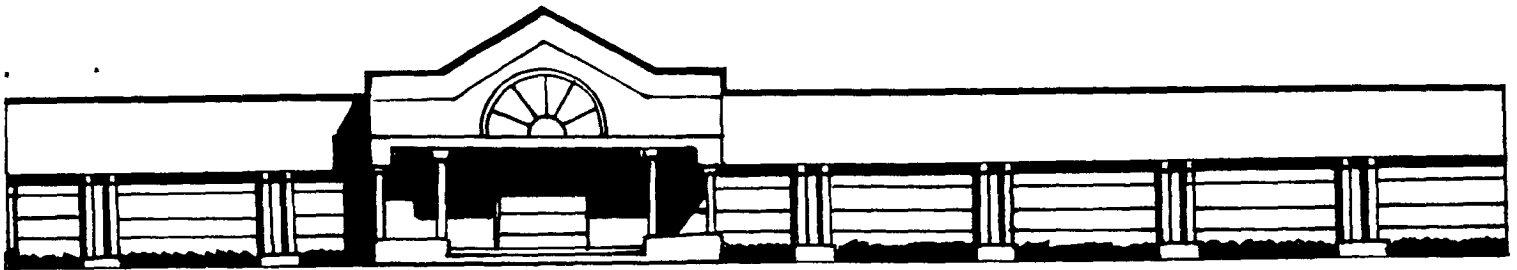
6. Motion to adjourn made at 9:10PM, approved.

7. Next meeting will be Wednesday February 25 at 7:30 in the Library.

Submitted for approval

Richard J. Runels

Recording Secretary



MacDonal Public Library • New Baltimore

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TO: Mayor Goldenbogen & City Council
FROM: Margaret Thomas, Director
RE: MacDonal Public Library Addition & Renovations
Date: February 23, 2009

The MacDonal Public Library is planning an addition and renovating the existing space. We have gotten to the point where we need to expand to meet the growing needs of our community.

We conducted a six month survey in 2008 using both print and electronic formats to gather data from the community. The information collected gave myself, the staff, and the Library Board the wants and needs for the future of this library.

We will be adding to the front of the building and renovating the existing space. Among the improvements will be a new entrance and lobby, a larger Community room and Children's area, study rooms and increasing space and a room for the Friends of the Library. Renovations include expanding the Circulation area, Reference and computer area in the Adult Services side. Collections will be moved and/or expanded to better utilize floor space.

The Library Board awarded the project to the design-builder Thompson-Phelan Group, Inc. who are already hard at work. We plan to offer full service to all of our patrons to the best of our ability during the construction period which hopefully will start by this Spring.

We believe MacDonal Public Library helps create a community where people come to learn, inspires reading, and ensures access to information and ideas.

Sincerely,

Margaret Thomas, Director