

Minutes of the regular meeting of the Ransom District Library Board of Trustees October 17, 2017

Meeting was called to order by President Asselmeier at 6:30 p.m.

Members present: Keeney, Gelbaugh, Klein, Parsons, Vance, Haan, Klade, Asselmeier

Director: Gross

Assistant Director: Marsh

Public: Phil Caruso

Guest: Rob Rohlman and Lori Green- Library consultants from the CSM Group

Special Agenda Items:

Presentation for Architectural/Engineering Services from:

FTC&H (Fishbeck, Thompson, Carr & Huber, Inc.)

TowerPinkster

The first presentation was from FTC&H – representing the firm was Phil Davis Principal and Senior VP, Cindy Janes, David Clark and Janice Kitchen.

Mr. Davis presented the proposal binder with the history of the firm and answered questions previously submitted to the firm in a RFP sent to them by the Library. He discussed the scope of work that would be done per the proposal and costs. He explained the way the team of FTC&H staff would work together to complete the different phases of the project and interact with the library staff and board. The lead person on the project would be Adam Nelson. However, Mr. Nelson was not able to attend this meeting. The Board asked questions about previous projects and about fitting the style/culture of the Library into the style/culture of Plainwell. The Board thanked the representatives from FTC&H for the presentation and their interest in working on this project.

The second presentation was from TowerPinkster – representing the firm and individuals who will work on the project are Adam Doublestein, Principal, Mike Galovan, Project Manager, Shawn Parshall, Architectural Designer, Meghan Boyer, Interior Design, Arthur Ueck, Architectural Coordinator.

Adam Doublestein presented the proposal binder with the history of the firm and answered questions previously submitted to the firm in a RFP sent to them by the Library. He discussed the scope of work that would be done per the proposal and costs. He introduced each of the staff that would work on the project and their role. We discussed other projects completed by TowerPinkster. The Board asked questions and also discussed the style/culture of the community. Several of the individuals who will be part of the project have Plainwell connections, living in the community and/or going to school in Plainwell so they expressed they have first hand knowledge of the culture and style of the town. The Board also thanked TowerPinkster for their interest in the project and their presentation.

Consent Agenda:

- **Minutes of the September 19, 2017, regular meeting.
Motion Vance/Keeney to approve the September 19, 2017, minutes as written. Carried.**

Financial Report:

Director Gross reviewed the financial report as written with the Board. After 3 months per budget 21% of the income has been received and expenditures total 24% of budget.

President's Report: no report

Director's Report- written and attached.

Committee Reports –

*Budget – no meeting
Building and Grounds –
Building – met and discussed options
Endowment no meeting
Personnel – no meeting
Public Relations – no report*

Trustee Comments – no comments

Comments from Public-

Phil Caruso expressed he was glad to see actions and decisions to move forward on the project of expanding the Library.

Continued Business

- **Building Project – Presentations from FTC&H and TowerPinkster.**

The Board had a lengthy discussion on the two presentations from the architectural firms. The general consensus was that both firms were highly qualified and would be able to meet the needs of the Library to complete the expansion project.

During the discussion of the qualities and capabilities of both firms, TowerPinkster was thought to be ahead of FTC&H for a few reasons, the individuals who were going to be working on the project attended the meeting so we could meet them and ask them direct questions. The lead person from FTC&H was not in attendance. The individuals working on the project from TowerPinkster know Plainwell. They grew up in the Plainwell area, or live presently in the Plainwell area. They have a first hand understanding of the culture of the area.

The next consideration was cost. The Board felt that both firms were highly experienced and capable and were offering the same services. However the bids were approximately a difference of \$100,000.000. TowerPinkster's bid was \$337,700 and FTC&H bid was \$444,000.

After a round table discussion among the Trustees – Motion was made by Parsons/Klein to engage TowerPinkster and accept their bid and scope of work as outlined in the proposal dated October 12, 2017, and presented to the Board at a meeting on October 17, 2017. The proposal outlines Architectural/Engineering Services at a cost of \$337,700 with possible additional charges of \$36, 200.00.

Roll call vote: Klade yes, Gelbaugh yes, Keeney yes, Vance yes, Klein yes, Haan yes, Parsons yes, Asselmeier yes. Motion carried.

New Business

- **Approval of Audit Report**

The completed audit was available to the Trustees until the meeting. Several trustees asked to table this approval until the November meeting to have a longer time to review the audit.

Motion to adjourn Keeney/Klein carried. At 9:30 p.m.

**Respectfully submitted,
Connie Haan
Secretary**