



TADL Board of Trustees Finance & Facilities Committee

May 2, 2023

2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, and J. Jones, Trustees. Chair C. Sullivan was absent. B. Boulter, D. Baldwin, and M. Howard, staff.

Agenda Approval: It was motioned by Deyo and seconded by Jones to approve the agenda but in reverse order to accommodate a guest. All were in favor. The agenda was approved.

Minutes Approval: It was motioned by Deyo and approved by Jones that the minutes from the April 4, 2023 Finance and Facilities and Services Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Finance:

- **TADL Millage**

Howard has arranged for Shirley Bruursema, the Millage Queen, to present at the May meeting. This meeting is scheduled to be at Interlochen Public Library. Howard will confirm their technical capacity. If they can't accommodate, the meeting will be held at the Main Library. Howard will also let the Member Library Directors know and ask them to invite their Trustees.

Facilities:

- **October Board Meeting**

Howard was elected to the Michigan Library Association Board and must attend the MLA meeting in October which is the same day as the TADL Board meeting. Trustees were confident the TADL Board meeting could proceed without Howard but asked Howard to put it on the May Agenda for Board Discussion.

- **East Bay Lease**

Howard presented the East Bay lease for review as required by the lease. Howard had no substantial changes. Trustees had no changes. Howard will check with Zeits.

- **Roof Update**

Boulter explained that Mike Powers from Keen Technical has been serving as a consultant to review building energy and environmental improvements, and the roof/insulation project. Boulter explained the memo. Boulter and Powers explained that the Intertek report indicated that TADL does not need a cold roof but does need to finish insulation and ducting work. Powers will work with Spence and other vendors to get this done.

Powers also explained that the roof needs to have annual inspections to review the top and beneath for any issues that need to be addressed. Powers believes a few years of inspections will help to better create a long-term plan for the roof that could include adding Standing Seam shingles and solar capacity at a future date. Currently, our roof is not suitable for solar.

Powers discussed adding heated gutter covers to reduce the icicles from forming. Boulter will also budget to have a company steam off any icicles.

- **Smart Building Software/Building Management System.**

Boulter explained Trane has been mentioning the need to update our building control system which is a 25-year-old system/computer. Trane is a proprietary system and only controls our HVAC system. Powers has suggested moving to a Smart Building Software. His suggestion is Tridium Niagara. This has the ability to control HVAC, lights and security. He also suggests adding Demand Ventilation and Co2 detectors. Howard and Boulter are requesting to forgo the RFP process as this is a specialized system for the library's infrastructure and instead request 3 bid. Trustees agreed. Boulter and Howard will bring 3 bids and an analysis and recommendation to the May Board meeting.

There was a brief discussion about the building's chillers. Howard and Boulter are looking at hiring an Engineer to draw up spec for an RFP process for replacing one of the chillers. Howard and Boulter will bring this to a future committee meeting.

Next Meeting Date / Time: June 7, 2023

Next Meeting Topic Suggestions: Roof, Bathrooms

Public Comment: No public comment.

Adjournment: It was motioned by Deyo and seconded by Jones to adjourn. The meeting adjourned at 3:02 pm.