



## TADL Board of Trustees Finance & Facilities Committee

February 1, 2022  
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** P. Deyo, J. Jones, and C. Sullivan Trustees, D. Radjenovich, S. Morey, J. Jass, and M. Howard, staff.

**Agenda Approval:** The agenda was approved.

**Minutes Approval:** Minutes from the January 4, 2022 Finance and Facilities and Services Committee were approved as amended.

**Public Comment:** No public comment.

### **Facilities:**

#### General Facilities Update:

Jass gave a quick update regarding projects including replacing the circulation work area, painting at East Bay Branch Library, the lighting project and moving our gas service to DTE to save money.

#### Roof Update:

Jass and Bennett met with the architect Campbell and Jeff Berden from Spence to talk about the roof. Jass is recommending we hold off on the roof to 2023 to try to mitigate the heat loss from various areas of the building that are still problematic. Jass will explore finding engineers and architects to work on the heat loss issue.

#### Bathroom RFP Process:

Howard and Jass are starting the process for completing an RFP to renovate the bathrooms. Howard is hoping to use the money left from 2021 budget to complete this project as it would go to the Public Improvement fund anyway. Deyo suggested looking at hand dryer instead of paper towel.

### **Finance:**

#### Quotes for Updating the Website

Morey and Howard discussed the need to renovate the website and how a full RFP project would result in bids from unqualified web designers because of the unique needs of library websites to integrate multiple formats. According to Finance Policy 2.2(9)(c), Howard is asking to waive the competitive bid process because this is a specialized professional service. Jones made the motion to approve this waiver of the competitive bid process. Sullivan supported. All

were in favor to forward for full Board approval at the February meeting.

**Next Meeting Date / Time:** April 5, 2022 at 4:00pm. Retreat will be March 1, 2022.

**Next Meeting Topic Suggestions:** Website Quotes, Roof Updates, Bathroom Updates,

**Public Comment:** No public comment.

**Adjournment:** The meeting adjourned at 5:02 pm