

**Lenox Township Library  
Board Minutes  
Special Meeting  
New Haven Community Schools Administration Building  
July 28, 2016**

- I. **Call to Order:** The special meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:42 p.m. by Goralczyk.

**Present:** Phino DeLeon, Shirley Drake, Susan Dudgeon, Mark Goralczyk, Lisa Martin

**Absent:** none

**Staff:** Karen White-Owens

**Guests:** John Davids, Design Architect of Stantec ; Tod R. Stevens of Stantec

- II. **New Business:**

a. **Gratiot Property:**

The pre-application was approved for 100% of the cost of a library building as a loan from the USDA Rural Development with the contact being Mary from the Flint Office. A rendering of the building and specs were sent to her. The next step is soil testing and a consultant to answer questions regarding the proposed building and the Gratiot property.

Representatives from Stantec discussed the services offered by the company, which is a full-service architectural firm with offices located around the world, and it is community focused. SHW group was acquired by Stantec to add K-12, higher education and libraries to its client services. Fanning-Howey completed the original rendering of the building, but no longer has an office in Michigan. Mr. Davids suggested using Frank Rewold and Son to complete an updated construction estimate, as the original estimate was done two years ago. Goralczyk asked if the rendering of the building can be reduced from 10,000 to 7500 square feet, and Stantec can adjust the design. The rendering is a "placeholder" for the final design of the library. The next steps include a schematic design, design development, and construction documents. Next, the engineers start work and each room will be planned with details such as lighting. Frank Rewold and Son will bid out each project in the construction process. Goralczyk asked if local contractors can be considered, and this can be requested. Rewold would have a job fair to inform local businesses and it is an open book process. Goralczyk asked if Stantec has someone to assist with a millage campaign, and they will provide a contact. A grant writer may also be needed for the Lenox Township Library to find grants to support the new building.

Stantec can be hired as a consultant using an hourly rate or a lump sum fee for the entire project. Another option is having a hourly rate, not to exceed a specific

amount. White-Owens will follow up next week with Mary, so she can get in touch with Mr. Davids to discuss the consulting project that is required for the next step in the USDA Development Loan process. A quote from Stantec will be reviewed next month.

III. **Next meeting:** The next meeting is Friday, September 16, 2016.

IV. **Adjournment:** On a motion from Drake, seconded by DeLeon, the meeting adjourned at 7:45 p.m.

Submitted by:

Lisa Martin, Secretary