

**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
May 26, 2021

**DRAFT**  
Subject to  
Approval

President Farmbrough called the special meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

ROLL CALL ATTENDANCE:

Present: via Zoom: David Farmbrough, Andrea Galvan, Craig Broeren, Eric Montag, Ryan Austin, and Kim Heniadis. Will Hascall joined at 5:26pm.

Present in person: Doug Machon and Susan Feith.

Absent: William Clendenning, Anne Zacher,

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: David Voss III and Grant Daigle from Miron Construction, Alexandra Ramsey and Eric Blowers from Engberg Anderson and Matt Femel from Findorff Construction.

**Mr. Barnett established that this was an open meeting conducted via Zoom and appropriate public notice was given.**

NEW BUSINESS: President Farmbrough introduced David Voss III and Grant Daigle from Miron Construction, who are serving as the Owner's Representatives for the Library Board. Mr. Daigle will be our day-to-day contact throughout the project.

Mr. Voss opened discussion on communications and noted that they want to be clear that lines of communications are understood by all parties. Other attendees introduced themselves to those attending the meeting. Line of communication and chain of command was discussed.

Mr. Voss asked if there is a dollar amount they can work within to approve orders without holding up the project. Discussion followed.

**A motion to give Miron an option to approve any charges of \$5,000 or less per occurrence was made by Mr. Machon, second by Ms. Galvan.** Discussion followed. Mr. Femel noted that time is of the essence when dealing with change orders and delays will increase costs. **Motion carried.**

Ms. Feith noted there are time limits on each RFI. Mr. Femel noted that per contract their communications go through Engberg Anderson.

The timeline for the pay application process was reviewed. Findorff sends the information to Engberg Anderson who forwards it to the Owner's Rep. If the Owner's Rep notes that something will delay the project they will notify the Library that a special Board meeting is needed.

Mr. Voss as for a breakdown of labor hours and rate, materials, equipment used, etc. is called out with detail to be provided. A separate meeting will be called regarding breakout of charges on change orders.

Ms. Feith asked that all Board members be notified of any on-site meetings. It was noted that these meetings occur on Tuesdays at 9:30am for a few weeks then by-weekly after that.

Ms. Ramsey noted that the asbestos portion needs to be taken care of soon to move the project along.

**A motion to adjourn was made by Mr. Machon, second by Ms. Galvan. Motion carried and the meeting adjourned at 5:42 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary