

**MINUTES**  
McMillan Memorial Library  
Building and Grounds Committee  
July 13, 2022

**DRAFT**  
**Subject to**  
**Approval**

1. Mr. Machon called the meeting of the McMillan Memorial Library Building and Grounds Committee to order at 5:00 p.m.
2. Mr. Machon established that this was a public meeting and appropriate public notice was given.
3. ROLL CALL ATTENDANCE:  
Committee Members Present: Doug Machon, Andrea Galvan, William Clendenning, Ryan Austin, Scott Kellogg, Eric Montag  
Other Board Members Present: Elizabeth St. Myers  
Absent: None  
Administration: JoAnn Ogreenc
4. MINUTES: **A motion to approve the Minutes of the April 20, 2022 Building and Grounds Committee meeting was made by Mr. Montag, second by Mr. Clendenning. Motion carried.**
5. Old Business
  - a. Report on solar system update and end of contract with Viking Electric – the 72 month contract with Viking Electric is ending June 2023 with an option to purchase at fair market value.
  - b. Kone proposal for elevator packing replacement approved by former director October 15, 2021 in the amount of \$4,825. **A motion to schedule the work to be done by Kone was made by Mr. Montag, second by Mr. Kellogg. Motion carried.**
6. New Business
  - a. K&W Glass proposal – skylight glass. JoAnn will contact Jake Klingforth at the city to request that he view the skylight and offer his opinion on the need for the work proposed. Further discussion tabled to next committee meeting.
  - b. Hillside Damproofing – Mr. Austin will view balcony and suggest alternate contractors and/or products. JoAnn will contact Hillside to confirm price on quote from 2/18/2020. Further discussion tabled to next committee meeting.
  - c. Quality Door and Hardware – Mr. Austin will view doors/locks in question and look for suitable replacements. Further discussion tabled to next committee meeting.
  - d. Tweet Garot proposal for SED Drive for return fan. **A motion to approve the proposal at the given price of \$4,900.00 was made by Mr. Austin, second by Mr. Kellogg. Motion carried.**
7. Items for next agenda
  - a. Report on solar system update and end of contract with Viking Electric
  - b. Update on building and capital project for planning over next 5 years.
  - c. Review of Annual maintenance budget.
  - d. K&W Glass proposal – skylight glass.

- e. Hillside Damproofing proposal – waterproofing balcony.
- f. Quality Door and Hardware proposal – theater lockset replacement.

Information Requests

- a. Donations to date for solar project
- b. Total amount paid to Viking Electric since project started
- c. Total cost savings in electricity since project started
- d. Remaining balance in Building and Grounds 2022 budget with approved expenses deducted
- e. List of monthly expenses charged to Building and Grounds budget line

**The meeting was declared adjourned at 6:02 p.m.**

Respectfully submitted,  
JoAnn Ogreenc, Interim Director