



# Building and Grounds Committee

Meeting Minutes for

September 11, 2024

**1. Call to Order:** Chair Austin called the meeting of the McMillan Library Building and Grounds Committee to order at 5:00p.m.

**2. Open Meetings Declaration:** Chair Austin established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

**3. Roll Call:**

**Committee Members:**

Susan Feith

William Clendenning

Karen Schill

Scott Kellogg

Ryan Austin

Elizabeth St. Myers

**Other Board Members:**

~~Evan O'Day~~

~~Elizabeth St. Myers~~

~~Connie O'Keefe~~

~~Ron Rasmussen~~

~~Emily Kent~~

~~Dennis Martin~~

**Administration:** Katherine Elchert, Library Director; Claire Parrish, Assistant Director

**Others in Attendance:** Sue Schill, City attorney; Kevin Fangman, patron; Lance Pliml, Wood Co Board

**4. Approval of Minutes: Motion by S. Kellogg to approve the minutes of the July 10, 2024 Buildings and Grounds Committee meeting, second by R. Austin. Motion carried by unanimous vote.**

**5. Elevator RFP:** Austin and Schill reviewed RFP and process that needs to be followed

**Motion by S. Feith to solicit Jewell for design aspects of the elevator project, second by S. Kellogg. Motion carried unanimously.**

**6. 2024 Facility Updates**

- \$14,282.75 concrete quote approved from Pember; first week in October
- Lighting on ground floor will slowly be replaced in the coming weeks

**7. Items for Next Agenda**

- Solar maintenance agreements
- 2025 projects

*Clendenning left at 5:51pm*

**8. Adjournment**

**Motion by S. Kellogg to adjourn, S. Feith seconds. Motion carried unanimously. Chair Austin adjourned the meeting at 5:53pm.**

**Respectfully Submitted: Claire Parrish, Assistant Director**