

MINUTES

Henika District Library

Building/Grounds Meeting

March 25, 2024: 4:20

- I. Call to order at 4:20pm by. T. Fryling
 - A. Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Gary Marsh
 - B. Members Absent: none
 - C. Staff Present: Cierra Bakovka – Director
 - D. Guests: none

II. Approval of Agenda: motioned by Augustin, seconded by Fryling. All yes, motion passed.

III. Community Opportunity to Address the Committee: No one present

IV. Approval of February 2024 Meeting Minutes: motioned by Augustin, seconded by Marsh. All yes, motion passed

V. Unfinished Business

A. Parking Lot Expansion

1. Other libraries gave contributions about how to manage parking lot now that we own it. Enforcement is the biggest issue. Previously, this committee suggested notifying local businesses and posting signs. Letter notification is supported by majority of committee. Signage supported by majority of committee. ADA dictates how many parking spaces are required for this size of library. Signage would have 2 spaces for STAFF ONLY, other spaces stating “For Library Patrons from 10a to 6p Mon-Fri”. Number of signs pending quotes to make the signs.

a. Letter to be Professional and courteous, stating that spaces are for library patrons during our business hours, and stating our appreciation for our neighborly status with the surrounding businesses.

b. Maintenance (pot hole, movement of cement divider) and painting of lines needed soon. Cierra to get quotes for work to be done.

ACTION: take proposal to May Board Meeting

B. Building Update

1. Triangle still trying to get answers from Historical society and draw up a 2 story plan

2. Different thoughts including hiring fundraiser, doing new building in phases, staying with the current plan of raising \$4million.

3. Clarification asked in order to understand where a monthly payment is coming from Cierra explained how the process works and that more information is still needed from Finance committee before this can be completely answered.

VI. New Business

A. Grant Opportunities

1. Grant Options. Information received from United bank VP with multiple opportunities coming up

Façade Improvement Program – Cannot be used for a ‘new’ building. Can be used for exterior paint, exterior surfaces. (up to \$20,000, with 20% match from Library).

Exterior lighting, windows, handicap accessibility, FYI: Our windows are getting difficult for staff to operate. Alarm gets set off sometimes. Windows are up to 60 years old, depending on area of library. Windows and exterior lighting are high priorities per director. Lighting could cost \$1500.00 (for front of historical

building only) at a minimum per initial quotes. \$9000.00 is the 'whole' package. Have to spend the monies within 9 months. Deadline for Grant is July 31, 2024, 4pm.

- a. Cierra needs to get 2 more quotes for lighting and 3 for windows then a proposal can be taken to the Board. Then the Grant can be written.
- b. ACTION: Cierra to get necessary quotes. All members approve.

2. Sign Grant from Downtown District Association (DDA) – up to 50% of total cost for 'approved' signs, up to \$1250.00. List of criteria/City of Wayland Ordinance & guidelines. Signs must be completed within 90 days of approval of Grant. Not likely to be used for desired sign previously discussed for front of building. Deadline is July 31, 2024, 4pm. Members agree it is not worth the amount of time. All vote for Cierra to pass on this proposal. Motion passed.

VII. Around the Table

Gary: Would like to discuss moving the cement block back in place in the parking lot. Not agreed upon.

Meghan: We're doing a lot of work, still a lot to do. It will get done. Reminds us that we need to meet again prior to April board meeting to draft formal 'Parking Lot' proposal.

Tami: I like that we have open discussion on tough subject matter, but would like to see emotions not get in

Cierra: Excited about grant opportunities coming up. Plans to keep moving forward current new building plans.

Suzy: Reminder that we need to have a 'walk-about' outside the building.

NEXT MEETING: April 29 pending timing of next Finance committee meeting

VIII. Adjournment

Motioned by Augustin, second by Frying. Adjourned at 5:57 pm