

MINUTES OF SEPTEMBER 28, 2021, SPECIAL MEETING
BENZIE SHORES DISTRICT LIBRARY BOARD

The meeting was called to order at the BSDL at 9:02 AM by Jon Armstrong.

Present: Trustees, Jon Armstrong, Ginny Freeman, Jim Larsen, Pam Radabaugh, Brian Johnson, and Jon Hawley; Library Director, Stacy Pasche; Building Project Manager, Steve Steimel (via zoom). Absent: Trustee, Jennie Schmitt.

Approval of Agenda: Motion by Pam Radabaugh/Jim Larsen to approve the agenda as written. Motion carried, unanimous.

There was no public input.

Business:

1. Discussion - Building Project Financials - Honor Building Supply has sent the Library unpaid invoices totaling \$23,073, all in Brad Warren's name but for the Library's building project. We looked at what we paid Brad Warren before we terminated him as project manager (\$72,000), what Brad had paid Honor Building Supply (\$24,000) and Sean the carpenter (\$34,250), and the difference between those figures (\$13,750).

Conclusions:

- A) We feel we need to pay Honor Building Supply in full.
- B) Stacy will ask Honor Building Supply to waive the finance charges incurred by Brad's delay in paying and the sales tax that was charged.
- C) Brian will draft a letter to Brad and confer with Stacy and Steve prior to sending it.
- D) Steve will confirm with contractors from the early part of the project that they have been paid, so we will not be surprised by any more unpaid invoices, and he will ask them to provide the library with a record of their receipts for auditing purposes.

We discussed some of the ways Brad has cost us extra money such as the ordering of the wrong size of trusses, which led to other increased expenses, such as insulation. We also discussed Quinn Evans Architects' responsibility, given that we are paying them \$35,000 for project administration, including site visits. Steve and Yao (from QE) are in constant communication now, something that did not happen when Brad was in charge. We could ask for a billing breakdown from QE.

The meeting was adjourned at 9:52 AM.

Respectfully submitted,
Ginny Freeman, Secretary