

Vespasian Warner Public Library District
Property Committee
November 8, 2023 – 2pm Meeting Minutes

Meeting called to order at 2:02 pm

Members present: Laura Hale, Janelle Sams-Thomas

Others present: Samantha Rusk, Lucas Snow

The minutes from the 8/30/23 meeting were approved as written.

HVAC Bid Package Review

The committee reviewed the bid package draft documents sent by McClure Engineering. Rusk will confirm a project cost maximum with the finance committee and will ask the library's attorney for advice on portions of the package that need legal review.

Rusk and Snow will contact McClure Engineering with follow-up questions about the requirements within the bid package and confirm that everything is standard to a project of this scope.

The plan is to finalize the bid documents and have them ready to publish the first week of January, 2024.

Capital Expenditure Planning

Snow reminded the committee about an offer from Henson-Robinson roofing for a maintenance contract. The committee recommended he look into the details and provide information at a future meeting.

Meeting adjourned at 2:36 pm.