

Lyon Township Library Board Minutes
October 7, 2015

1. Call to Order at 7:16 p.m. by Library Board President Jim Chuck.
2. Roll Call: Board Members present were Jim Chuck, Amy Deeds, Alice FitzGerald, and Mary Pat Freund. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush were also present.
3. Approval of the Consent Agenda: no consent agenda for this meeting
4. Call to the Public: none
5. Approval of the Agenda: There was no consent agenda for this meeting. Motion by Chuck and second by Freund to approve the Agenda as amended. The motion passed unanimously.
6. New Business:

The board reviewed the two responses to the RFP that was sent out to four firms for a Needs Assessment and Feasibility Study. Proposals were received from Merritt Cieslak Design, PLC and Quinn Evans Architects.

Both firms submitted proposals that were nearly identical in cost. Both companies had solid reputations and would be able to successfully complete the job. Neither proposal included architectural renderings. The tight timeline tipped the scales to Quinn Evans, who could have the study completed by March, 2016 while Merritt Cieslak felt they could not complete the job until June 1. Quinn Evans also had a more turn-key approach to the study. Some of what they included in their proposal would have to be outsourced if the board decided on Merritt Cieslak, and would add additional cost to the project.

Motion by Freund and second by FitzGerald to accept the proposal for a Needs Assessment and Feasibility Study from Quinn Evans Architects in the amount of \$34,300.00.

Roll Call: Ayes: Chuck, Deeds, FitzGerald, Freund. Nays: none. The motion was approved.
7. Trustee Comments: none
8. Adjourn Meeting: Motion by Freund and second by Deeds to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,
Pam Quackenbush

Recording Secretary