



PICKENS COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES
5:30 PM November 2, 2023
Hampton Memorial Library, Pickens

IN ATTENDANCE - BOARD: Ms. Susan Childers, Chair
Ms. Karen Culley, Secretary
Ms. Lori Osborn
Mr. Danny Parton

EX OFFICIO: Ms. Stephanie Howard, Library Director
STAFF: Cassie Hamilton, Assistant Director
Adam Williamson, Systems/IT Manager
Stacey Roberson, Executive Assistant

In compliance with the Freedom of Information Act, a notice of the meeting was sent to newspapers and a copy of the Board Agenda was sent to the President of the Friends Group.

Ms. Childers called the meeting to order at 5:32 PM

COMPLETION PROJECT UPDATES –

Cindy Benjamin, Architect from LS3P presented updates on the Completion Project for the Hampton Memorial Library. Cindy stated that the Completion Project can be done as a design build, which is how the library was originally built, or it can be done as a traditional build. Cindy stated that she could recommend contractors and set up interviews. The Director stated that County Council would have to approve the Completion Project being done as a design build, and if it is not approved, then it will have to be done as a bid build. A design build would consist of Cindy designing the plans to 50%, and the Board taking the plans to get bids from contractors. The contractor chosen from that process would then take the partial design of Cindy's and look at the budget to see how to fit the design ideas in, while remaining within the budget. Ms. Benjamin stated that contractors can only guarantee prices for 30 days, which is an important consideration for the project and the budget. If the design build is chosen, Cindy and LS3P stay on the project as the architect and hold a certain level of liability on the project. Ms. Benjamin stated that she can send the designs, budget, and quotes to a 3rd party cost estimator. If the contractor's cost doesn't match the numbers from the cost estimator, both will sit together and go line by line to figure out the discrepancy, and then the Board will have a validated budget for the project.

Ms. Benjamin recommended to the Board to get approval from Council, set up an RFQ (Request for Quote) and interview contractors, and then get a better idea of what the true budget will be. The Director stated that we either get approval from Council to do the design build and keep Cindy on the project, or we take the 50% design plans, lose Cindy, and then County will take over the project.

Adam Williamson recommended that the Board asks Council to vote on the Board selecting the contractor based on qualifications, not fees. Cindy stated she will be available to answer questions if the proposal goes to the Committee of the Whole.

Cindy stated that if we are able to get the design build method approved, the architect teams stays, and allows for a budget conscious project with the LS3P team to have the quality control of the project as well.

As of right now, the project still includes completing both wings of the Hampton Memorial Library. Ms. Benjamin stated that people tend to get nervous around Presidential elections and hold off on construction projects, but then there is normally a big boom right after the elections, so we need to get in before the big boom happens and contractors become unavailable from taking other projects. Cindy also stated that we have to buy things now and out of sequence because of the lead time on items being available.

The Director stated that the Pickens branch roof has been completed, as well as one HVAC system installed. The other HVAC systems have been paid for and we are just waiting to receive them so they can be installed.

EXECUTIVE SESSION –

Executive session started at 6:19 pm and ended at 6:56 pm.

1. Discussion of employment, appointment, compensation, promotion, demotion, discipline or release of an employee, or an appointment to a public body.
2. Investigative proceedings or allegations of criminal misconduct.

The meeting adjourned at 6:56 PM.

The next Board of Trustees meeting will be at 6:00 PM on Thursday, November 16, 2023, in Central.

Minutes prepared by Stacey Roberson, Executive Assistant.