MINUTES

1. **Call to Order**
   Chairperson Susan Stovall called the meeting to order at 3:05 pm.

2. **Acceptance of Agenda and Establishment of a Quorum**
   A quorum was present. **Stephen Hillis moved**, and Tiffany Turo seconded, to accept the existing agenda with flexibility. Motion passed unanimously.

3. **Public Comment**
   None

4. **Changes to the Agenda (consideration of late items)**
   None.

5. **SDAO Insurance Discount**
   Jane Ellen Innes presented the 2022 SDAO Best Practices requirements that qualifies the library for up to a 10% discount for liability insurance. Innes will forward additional information to all board members. ([https://www.sdao.com/sdao-board-leadership-academy](https://www.sdao.com/sdao-board-leadership-academy)).

6. **Annual Board Evaluation**
   **Hillis moved**, and Karen Esvelt seconded, to revise the Governing Style policy paragraph 4 to include, “once a year the board will conduct a thorough evaluation to “ **Motion passed unanimously.**

   Tiffany Turo and Guy Chittenden volunteered for the Board Evaluation Committee.

   Board review of all policies will begin in October (updated from annual calendar information).

7. **New Building**
   A. **Building and Improvement Fund**
      Guy Chittenden presented information about potential funds available for the library expansion project.

   B. **Process for Moving Forward**
      Local construction representative provided an overview of the types of contracting methods: (1) design-bid-build, (2) construction management general contractor, (3) design-build.

      - Pros and cons of each method
      - Purpose of owners’ representative
Members discussed next steps and agreed to continue the discussion in August. Requested background and responsibilities of an owners’ representative, potential firms, sample RFQ.

8. **Board Correspondence and Reports**

Chair requested that substantial correspondence be sent through email or uploaded to Teams.

9. **Adjourn**

With no further business before the board the meeting adjourned at 5:19 pm.

Respectfully submitted,

Jane Ellen Innes
Secretary to the Board