

**MINUTES**  
McMillan Memorial Library  
Building and Grounds Committee  
November 10, 2021

**DRAFT**

Subject to  
Approval

Chairperson Machon called the meeting of the McMillan Memorial Library Building & Grounds Committee to order at 5:00 p.m.

Mr. Machon established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Douglas Machon, Eric Montag, Ryan Austin, and Andrea Galvan.

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Owners Rep Grant Diagle

**A motion to approve the Minutes from the October 13, 2021 Building and Grounds Committee Meeting was made by Mr. Austin, second by Mr. Montag. Motion carried.**

Mr Diagle distributed the current contingency log. Unfinished projects were reviewed. Mr. Diagle recommended release of 50% of the retainage to J.R. Findorff & Son, Inc. The balance of retainage will be released when Engberg Anderson gives final approval on completion of the contract.

**A motion to release 50% of the retainage and the remaining 50% following signoff by Engberg Anderson was made by Mr. Austin, second by Mr. Montag. Motion carried.**

Mr. Barnett reviewed the Learning Futures Status Report. Audio Loop materials arrived today.

**Mr. Machon declared the meeting adjourned at 5:18 p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary