



Board of Trustees Meeting Minutes

July 30, 2026

CALL TO ORDER

A special meeting of the Worthington Libraries Board of Trustees was held on Thursday, July 30, 2026, at 8:02 a.m. in the meeting room of Old Worthington Library with Abigail Poklar presiding. Members present were Kyla Dembowski, Elizabeth Grieser, Joan Herbers, and Joe Saverimuttu. Also present were Lauren Robinson, Director/CEO; Jeremie Stevens, CFO (virtually); Monica Baughman, Director of Support Services; and Theresa Messenger, Executive Assistant.

PUBLIC PARTICIPATION

There was no public participation.

NEW BUSINESS

A motion was made by Ms. Grieser and seconded by Ms. Herbers to adopt RESOLUTION #07-01-26 Authorizing Bid Package for the Northwest Library Branch Cooling Tower and Boiler Replacement Project, Legal Notice of Bids for the Work, and Opening of Bids Following Time Fixed in the Legal Notice

WHEREAS, the Worthington Libraries Board of Trustees (the "Board") is undertaking the Northwest Library Branch Cooling Tower and Boiler Replacement Project (the "Project"); and

WHEREAS, Karpinski Engineering, Inc. (the "Design Professional") is preparing design documents for the Project; and

WHEREAS, the Director of Support Services is working with the Design Professional and construction legal counsel to prepare the Bidding Package, which includes the design drawings/specifications and legal bidding/contract documents; and

WHEREAS, the Board wishes to approve the placement of the legal notices for the Bid Package for the Project, in a newspaper of general circulation in the library territory, with sealed bids to be accepted until 12:00 Noon on a date as may be determined by the Director of Support Services as the Board's authorized representative, and to authorize the Chief Financial Officer or their designee to open and publicly read the bids aloud immediately thereafter, at the place identified in the legal notice, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Worthington Libraries Board of Trustees as follows:

1. The Board authorizes the Director of Support Services, working with the Design Professional and the Library's construction legal counsel, to prepare the Bidding Package for the Project.

2. After finalization of the Bidding Package by the Director of Support Services, the Board approves the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of not less than two weeks, with bids being accepted until 12:00 Noon on a date as may be determined by the Director of Support Services, as the Board's authorized representative, by addendum, or by operation of law. A copy of the legal notice will be entered in full on the record of proceedings at a future meeting of the Board.
3. The Board authorizes the Chief Financial Officer or their designee to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, as designated in the finalized legal notice. The bids will be tabulated following opening, and a report of the tabulation will be provided to the Board at its next regular meeting or at a specially called meeting.

Roll Call: Ms. Dembowski, aye; Ms. Grieser, aye; Ms. Herbers, aye; Ms. Poklar, aye; and Mr. Saverimuttu, aye. Motion passed.

Ms. Grieser made a motion with a second by Ms. Dembowski to adopt RESOLUTION #07-02-26 Selecting Most-Qualified Design Professional, Approving Price Proposal and Authorizing Architect Agreement for the Implementation of Comprehensive Facilities Plan Project

WHEREAS, the Worthington Libraries Board of Trustees (the "Board") is undertaking the Implementation of Comprehensive Facilities Plan Project (the "Project"); and

WHEREAS, the services of a design professional are needed to develop the design and provide construction administration services for the Project; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., and working with construction legal counsel, the Director/Chief Executive Officer and Director of Support Services advertised and issued a Request for Qualifications ("RFQ") for the Project, evaluated the six design professional qualifications received based upon announced criteria consistent with Ohio Revised Code Section 153.65, ranked the most-qualified firms and recommends to the Board that MSR Design, LLC ("MSR") is the most-qualified firm, with Luminant Inc., Triad, Bialosky and Partners Architects, LLC, SSOE Architects PLLC, and Steed Hammond Paul, Inc. ranked second, third, fourth, fifth and sixth respectively; and

WHEREAS, the most-qualified firm has provided a price proposal in the amount not to exceed \$947,305 for pre-design phase services, including Reimbursable Expenses; and

WHEREAS, the Director/Chief Executive Officer and Director of Support Services intend to negotiate and finalize the terms of the architect agreement with MSR pursuant to Ohio Revised Code Section 153.69, with assistance from construction legal counsel. The agreement will authorize pre-design services for the Worthington Park, Northwest Library, and Old Worthington Library, with the option to request a proposal from MSR and to add the remaining Basic Services or Additional Services, including providing full design documents and construction administration services, via a written amendment, in the Library's discretion and subject to approval of the Board at a future meeting of the Board; and

WHEREAS, during the predesign of the Project, should it be determined that Additional Services are required by MSR, the Board wishes to authorize the Director/Chief Executive Officer or Director of Support Services to approve Additional Services and execute the necessary amendment(s) to the agreement with MSR on behalf of the Board which individually do not exceed \$25,000.

NOW, THEREFORE, BE IT RESOLVED by the Worthington Libraries Board of Trustees as follows:

1. The Board hereby approves the design professional procurement process, accepts the ranking of design professional firms as set forth above, and selects MSR Design, LLC as the most-qualified design professional firm for the Project per Ohio Revised Code Sections 153.65, et seq.
2. The Board approves the total compensation not to exceed \$947,305 for pre-design phase services portion of the Project, including Reimbursable Expenses, as fair and reasonable, and authorizes the Director/Chief Executive Officer and Director of Support Services, with assistance from construction legal counsel, to negotiate pursuant to Ohio Revised Code Section 153.69(B) and execute the agreement with MSR Design, LLC for such approved compensation amount and in substantially the form attached to the Library's RFQ as well as any related documents required to document the agreement between the Board and MSR Design, LLC. It is anticipated that, at the conclusion of MSR Design, LLC's authorized pre-design services of the Project, the Director/Chief Executive Officer and Director of Support Services will request a price proposal from MSR Design, LLC for remaining Basic Services or Additional Services, including providing full design documents and construction administration services for the Project, which may be added to the agreement by written amendment, at the Library's option and subject to Board approval.
3. The Board authorizes the Director/Chief Executive Officer or Director of Support Services to approve Additional Services as required to complete the predesign services for the Project and execute any necessary amendments to the agreement with MSR Design, LLC which individually do not exceed \$25,000. Should any amendment for Additional Services exceed this amount, it will be brought to the Board for approval
4. Pursuant to Ohio Revised Code Section 153.69(D), if the Director/Chief Executive Officer and Director of Support Services determine that an agreement cannot be reached with MSR Design, LLC, the Board authorizes the Director/Chief Executive Officer and Director of Support Services, working with the Board's construction legal counsel, to terminate negotiations with MSR Design, LLC, enter into negotiations with the firm ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

Roll Call: Ms. Dembowski, aye; Ms. Grieser, aye; Ms. Herbers, aye; Ms. Poklar, aye; and Mr. Saverimuttu, aye. Motion passed.

RESOLUTION #07-03-26 to Maintain a Prequalification File with Current Design Professional Qualifications

WHEREAS, the Worthington Libraries Board of Trustees (the "Board") from time to time, requires the services of a design professional to prepare drawings and specifications and perform other professional design services as defined by ORC 153.65(C); and

WHEREAS, any time the services of a design professional (architect, engineer, landscape architect, or surveyor, etc.) are needed, the Ohio Revised Code requires a qualifications-based selection process, unless an exception applies such as where the estimated cost of design professional services for the project will be \$25,000 or less, or

the Library has established a file per ORC Sections 153.68 and 153.71, with current qualifications (less than 1 year old) and the estimated compensation for the design professional services for the project will be less than \$50,000; and

WHEREAS, the Board previously authorized establishing such a file, however, qualifications must be current (less than 1 year old) for selection per the law and Director of Support Services recommends requesting current qualifications from design professionals as well as adding the recently-received qualifications in order to maintain the file of prequalified design professionals as encouraged by ORC Section 153.68, which, if future applicable projects are identified, may be used for selection of the most-qualified design professional pursuant to ORC Section 153.71, subject to the Board's approval.

NOW, THEREFORE, BE IT RESOLVED by the Worthington Libraries Board of Trustees as follows:

1. The Board authorizes the Director of Support Services to continue to maintain a file with current qualifications of prequalified design professionals, as encouraged by ORC Section 153.68.

Roll Call: Ms. Dembowski, aye; Ms. Grieser, aye; Ms. Herbers, aye; Ms. Poklar, aye; and Mr. Saverimuttu, aye. Motion passed.

ADJOURNMENT

Ms. Poklar adjourned the meeting at 9:14 a.m.

Due to technical difficulties, this meeting was not digitally recorded.