

**MEDINA COUNTY DISTRICT LIBRARY  
SPECIAL MEETING MINUTES**

**September 4, 2024**

The Medina County District Library Board of Trustees met in special session on Wednesday, September 4, 2024, at Medina Library. With a quorum present, President Brian Harr called the meeting to order at 5:00 p.m.

**Roll call:** The following members were present: Brian Harr, William Koran, Caleb Parker, and Ann Marie Flannery

Library staff members in attendance: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Jason Brzezinski, Facilities Director; and Jennifer O’Neill, Deputy Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Mr. Koran motioned, and Mr. Parker seconded the motion to approve the agenda. Motion carried.

**Contract for HVAC Projects at Highland and Seville:**

**Resolution 24-14:** Mr. Koran introduced the following resolution and moved its passage:

AWARDING CONTRACT TO CAVALRY MECHANICAL, LLC, FOR THE HVAC IMPROVEMENTS PROJECT AS THE LOWEST RESPONSIBLE BIDDER AND AUTHORIZING EXECUTION OF CONTRACT WITH THE CONTRACTOR

The Executive Director recommends awarding a contract to Cavalry Mechanical, LLC (the “Contractor”) for the HVAC improvements Project (the “Project”) as the lowest responsible bidder and requests authority to execute a contract with the Contractor for the Project.

Rationale:

1. The Library has identified a need for the Project.
2. The Board’s design professional, Scheeser Buckley Mayfield, LLC (“SBM”), prepared design documents for the Project.
3. Working with SBM, the Executive Director and Fiscal Officer solicited sealed, competitive bids in accordance with the Ohio Revised Code Section 3375.41.
4. A legal notice for the Project was placed in the local newspaper for the bid period required by the Ohio Revised Code. At the bid deadline, the bids were opened publicly, read aloud, and tabulated. The Library received three bids for the Project.
5. Upon opening of the bids, the Contractor was the apparent low bidder for the Project and provided a bid of \$149,000.
6. The Executive Director and Fiscal Officer reviewed the Contractor’s bid and evaluated the Contractor, and has determined that the Contractor’s bid is responsive to the specifications and that the Contractor is responsible to perform the work.

7. The Executive Director recommends awarding the contract for the Project to the Contractor, as the lowest responsible bidder, in the total amount of \$149,000 (the “Contract Sum”)
8. The Executive Director also requests authority for the Executive Director and Fiscal Officer to execute change orders on behalf of the Board in a total amount not-to-exceed 10% of the Contract Sum. Change orders in excess of that aggregate amount will be brought to the Board for its approval.

The Board of Trustees resolves as follows:

1. Based upon the recommendation of the Executive Director, the Board awards the contract for the Project to the Contractor as the lowest responsible bidder and authorizes the Executive Director and Fiscal Officer to execute a contract with Contractor in the amount of the Contract Sum.
2. The Board further authorizes the Executive Director and Fiscal Officer to sign change orders related to the Project in a total amount not to exceed 10% of the Contract Sum. Change orders in excess of that aggregate amount will be brought to the Board for its approval.

Mr. Parker seconded the motion, and, after discussion, a roll call vote was taken with the following results: Mr. Parker – aye; Mr. Koran – aye; Ms. Flannery – aye; and Mr. Harr – aye. Resolution passed.

**Adjournment:** There being no further business, Mr. Parker motioned, and Ms. Flannery seconded the motion to adjourn the meeting at 5:06 p.m. Motion Carried.

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**Brian Harr, President**

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**William Koran, Secretary**

NEXT BOARD MEETING  
Monday, September 16, 2024  
6:00 p.m.  
Medina Library