

Otsego District Library Board of Trustees Meeting August 21, 2008

The meeting was called to order by President John Chapman. Present were Renny Ransbottom, Diana Gilmer, Sharon Tans, Nancy Seibert, Director Ryan Wieber, Bob Boardman of Library Designs, Kevin Northrup of CSM and Tony Clark of CTS. Jacquie Bennett was absent.

The minutes of the July 17, 2008 meeting were approved with a correction to the sentence regarding approval of the June 19, 1008 meeting—changing typing error to 2008.

Kevin from CSM gave an update on the progress of the new building—the brick and stone is being started, wall damp proofing is almost done. Monday of next week the steel structure is scheduled to start. The roof will start approximately September 15. The bricking will start at the southwest corner progressing to southeast front and will finish at the northwest corner.

Bob of Library Designs discussed the options for purchasing furnishings for the new building, including either through a public bid process with advertising or solicitation of bids without advertising. It was the consensus to go with non-advertised solicitation of competitive bids. It was also the consensus to consider performance bonding to protect our selves against nonconformance in quotes, price changes, etc. Bob stated Library Design could provide bonding itself if we wished. He hopes to launch the bids in mid September.

Tony of CTS presented his assessment of the Library's current site technology. There are currently approximately sixteen workstations. The equipment is in relative good shape with no major problems at the present time. He is seeing more viruses and suggests we need new anti virus software, as it is important to update. We have no firewall and need a more professional replacement one. He presented a written assessment report and discussed it with the Board.

The three above persons excused themselves from the meeting following their respective reports.

Correspondence – Ryan received a very nice letter from an Otsego alumnus—James Brown, along with a book he has written and wished to present to the Library.

Monthly reports were presented, including Circulation report for July 2008, Expenditures report for July 2008, Library Bonds Project Fund Expenses July 2008, Operating and Debt Revenue report and Treasurer reports, which includes operating 7/31/08, debt retirement and 2007 Library Bonds Project Accounts ending 7/31/08. A motion to accept all reports was made by Sharon, seconded by Diana. Motion carried.

Ryan reviewed his Director's report, which included information that he is seeking pricing for staff work shirts with the Library logo. Also a 2009 budget hearing will be held at the September 18 Board meeting. The budget committee met last Tuesday, August 12 to discuss and prepare it.

A new dress code for Library employees was presented by Ryan for discussion. A motion was made by Sharon to accept it as written, with a change to a dress down Saturday, rather than Friday. A second to the motion was made by Diana. Motion carried.

The next regular Board meeting will be held Thursday, September 18, 2008 at 4:00 p.m.

Other – The deadline for applications for memorial brick, which are to be placed at the new building, will be sometime in the Spring of 2009.

A motion to adjourn was made by Sharon, seconded by Renny. Motion carried. The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Nancy Seibert, Secretary