

Otsego District Library Board of Trustees Meeting July 17, 2008

The meeting was called to order by Vice President Renny Ransbottom at 4:00 p.m. Present were Diana Gilmer, Jacquie Bennett, Nancy Seibert, Director Ryan Wieber, Mark Roys of CSM, and Tony Clark. Sharon Tans and John Chapman were absent.

At this time Ryan introduced Tony Clark, who will be the Library's new technology person. Tony has his own technology business and lives in Gun Plains Township. He will be recommending changes in the Library's computer system. He has looked the system over—thinks it looks good, just needs a little TLC. He has given an estimate on a new server and backup of approximately \$20,000 for the new building. He has library experience and has good ideas for updating our systems. There being nothing further, Tony stated he is looking forward to working with us and excused himself from the meeting.

Mark Roys gave an update on the new Library construction—noting it is a week ahead of schedule at this point. The masons will be doing some weekend work, due to the heat, they start later in the day during the weekdays. The Drain Commissioner has given his ok on everything. The meeting room addition estimate is under the approximate estimated figure of \$25,000. He presented a to-date approximate budget for review—the contingency looks good. At this point it is approximately \$275,000. Mark would like us to start our “wish list” for the new building. Mark again gave high compliment to the level of Rod's work, again saying he is great to work with. Rod's work is approximately 85% done at this point. Our Green Certification is still on track. Mark reported OSHA paid a visit to the construction site—everything looked great and there were no violations. There being no further questions, Mark excused himself from the meeting.

The minutes of the June 19, 1008 meeting were approved as read.

Correspondence – a thank you was received from Judy Harrison for the gift card from Meijers given to her to acknowledge her twenty years working at the Library.

Monthly reports were presented, including Circulation report for June 2008. Expenditures report for June 2008, Library Bonds Project Fund Expenses June 2008, Operating and Debt Revenue report and Treasurer reports, which includes operating 6/30/08, debt retirement and 2007 Library Bonds Project Accounts ending 6/30/08. A motion to accept all the reports was made by Diana, seconded by Jacquie. Motion carried.

Ryan reviewed his Director's report – A bid has been received from Tustins to reseal the current Library parking lot in the amount of \$1,875.00. The question was asked, why would we want to spend the money at this time, when the new Library is just months away. It was pointed out there are unsightly cracks in the current lot and for future resale it makes sense to keep the premises in good condition. Ryan will go ahead and have them do the work—payment will come from the Maintenance budget. A quote has also been received for RFID from 3M (Michigan Library Consortium) in the amount of \$134,000.00 (which is \$34,000 more than anticipated). However, Ryan explained the extra is due mainly to the addition of more staff workstations (3 more at \$3,500.00) and one more self-checkout unit (\$19,000.00). It was the consensus of everyone that this additional expense is necessary.

Programs – Per Ryan attendance has been down on the Summer Programs, as well as not as many mothers coming in. The Library has still been busy and there have been no significant changes to the program or the quality. Also, promotion of the programs has been consistent with past years, with Brenda visiting classrooms etc. One factor in the lower numbers may be the absence of the BASE kids.

They were not able to make their regular visits due to the high number of kids and less school staff to oversee them on visits. Ryan noted the Friends donated \$2,000 toward the Summer Reading Program.

Discussion was held on the need for a couple of Board members to be on the 2009 Budget Committee along with Ryan. Diana and Renny volunteered to be on the committee, which will meet Tuesday, August 12 at 10:00 a.m. at the Library.

Discussion was held on what the maximum dollar amount is that Ryan is authorized to spend on Library items without Board approval. He will look into Library Procedure to see if there is a rule listing that amount and will report at the next meeting. If there is nothing listed, a figure should be set and added to the written procedures for future reference.

The next regular Board meeting will be held Thursday, August 21, 2008 at 4:00 p.m.

A motion to adjourn was made by Nancy, seconded by Diana. Motion carried. The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Nancy Seibert, Secretary