

Otsego District Library Board of Trustees Meeting June 19, 2008

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

The minutes of the May 22, 2008 meeting were approved as read.

Correspondence – none

At this time, Mark Roys of CSM gave a brief update on the progress of the new building. He would like to attend future monthly meetings to give progress reports, etc. Kevin Northrup will usually be the one to give updates. Mark expressed his appreciation for Rod Thomson's excellent and continued support of CSM. Rod comes to the building site once weekly and takes care of questions and/or problems and is a pleasure to work with. The pouring of the footings for the building's foundation should start in the next week, along with backfilling. Everything is coming along very smoothly. Mark will see us next month. Mark and Jessica excused themselves from the meeting at this time.

Brenda gave an update on the Summer Reading Program at this time—she started class visits some time ago, visiting several schools including Alamo and Washington Street 3rd, 4th and 5th graders. She also talked to them about the new library and showed the model. There already has been lots of family involvement. Sixty-two volunteer hours have already been put in. There are approximately 182 children enrolled in the older program. A Kids Garage Sale will be held in the Library parking lot and the final picnic will be held midway through the program in the parking lot, as the new lot cannot be used at the present time due to construction. Ice cream and soft drinks will be served. The second program will run July 21 through August 15.

Monthly reports were presented, including Circulation report for May 2008, Expenditures report for May 2008, Library Bonds Project Fund Expenses May 2008, Operating and Debt Revenue report and Treasurer reports which includes operating 5/31/08, debt retirement and 2007 Library Bonds Project Accounts ending 5/31/08. A motion to accept all the reports, with a correction to re-date the 2007 Bonds New Building Project Expenses to May 2008, was made by Sharon, seconded by Jacquie. Motion carried. Ryan also commented the Friends had given a gift of \$2,000 to the Library.

Ryan informed the Board we are required to have Builders Risk Insurance on the new property. We have agreed to get—it is expensive. The cost will be \$6,680.00 for one year and the amount has to be paid up front. Since it is pro-rated, we could get a refund if the building is completed ahead of schedule. We also will need liability insurance. Ryan is working to get as soon as possible—will probably be through a company represented by the Nulty Agency. A motion was made by Diana to approve purchasing the Builders Risk Insurance and the necessary Building Property Liability Insurance. Motion was seconded by Nancy. Motion carried.

Ryan gave his Director's report and mentioned that there needs to be future discussion on new Library hours. It was the consensus of the Board to let Ryan schedule the hours as he and the staff see fit.

Jacquie inquired as to whether there were any Building Committee Meetings scheduled for the near future. There are none scheduled, however, there is to be a meeting of Rod Thomson, Bob Boardman of Library Design, Ryan and who ever would like to attend on Tuesday June 24 at 10:30 a.m. at City Hall regarding interior design, etc. After that meeting, a Building Committee Meeting will likely be scheduled.

The next regular Board meeting will be held Thursday, July 17, 2008 at 4:00 p.m. Sharon will not be able to attend and John is unsure at this time.

Other – Sharon suggested employee nametags, with first names only and possibly a job description. Discussion was also held on implementing a dress code for staff/employees. Brief discussion was held on the question of what will happen with the old Library building—there are no plans for it's sale, etc. at the present—but the hope is to sell the building.

A motion to adjourn was made by Sharon, seconded by Diana. Motion carried. The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Nancy Seibert, Secretary