

## **Otsego District Library Board of Trustees meeting May 22, 2008**

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

The minutes of the April 17, 2008 meeting were approved as read.

At this time, Mark Roys of CSM reviewed the bid packages submitted and his recommendations for contractor's bid awards. He commented the bids were just under budget and that is phenomenal. Post bid interviews have been conducted by CSM with Rod present at all of the interviews, as well as the low bid contractors. It all went very smoothly.

A motion was made by Diana to accept CSM's recommendations to accept the bids for the project, seconded by Sharon. Motion carried.

Rod Thomson informed the Board he will be on the construction site weekly as work progresses. He has reviewed contractors' lists of materials for the project, and it is his responsibility to approve and make sure things are correct, as well as checking on quality control. Rod believes the punch lists for the project should be done during the construction process of the building rather than at the end of the job. He will issue a bulletin to put into the contracts regarding this and will work with CSM (mainly Kevin Northrup and Mark Roys) on this. He will also have trees, shrubs and plantings, etc. chosen for the outside landscaping. Rod presented information regarding an inside realistic tree to be placed in the children's area. He described both the costs and building techniques involved with this tree and expressed his desire to build the tree himself at no extra costs for labor. This would be his artistic contribution to our project, which he would personally like to do. The Board expressed their appreciation for his generosity in this personal donation to the new Library. In regards to a mural for the wall near the children's area, Ryan and Mark will check with some artists and the costs and techniques involved for this project. Rod also said he will be meeting with Bob Boardman in regards to selection of colors, furniture, etc. They will meet Friday, June 5 at 10:30 a.m.

Correspondence – Ryan received a letter from the Library Attorney regarding the Responsible Contractor Policy. It was reviewed and may be revised at a future date.

Monthly reports were presented and discussed. Reports included Circulation report for April 2008, Expenditures report for April 2008, 2007 Library Bonds Project Fund Expenses April 2008, Operating and Debt Revenue report and Treasurer reports which includes operating 4/30/08, debt retirement and 2007 Library Bonds Project Accounts ending 4/30/08. A motion to accept all the monthly reports per agenda Item #4 was made by Nancy, seconded by Renny. Motion carried.

Ryan reviewed the Director's report.

Ryan reported the Summer Reading Program is coming up "Catch The Reading Bug". Brenda will do a report on the activities at the June meeting. The Friends Book Sale netted \$1,400 last month and they contributed \$2,000 toward the Summer Reading Program. Renny commented he thought it would be nice to continue with the yearly dinner honoring the Friends.

A motion was made to accept Ryan's suggested Budget Adjustments by Renny, seconded by Diana. Motion carried. Adjustments are as follows:

Account #740 Office Supplies - Add \$19.79 to the budgeted amount for reimbursable purchases. The new figure is \$7,519.79.

Account #880 Community Promotion – Add \$770.32 to the budgeted amount for coffee revenue and misc. revenue. The new figure is \$8,270.32.

Account #959 Technology – Add \$235.00 to the budgeted amount for revenue received via a refund from Proquest for an overpayment. The new figure is \$30,235.00.

Account #970 Equipment – Add \$36.95 to the budgeted amount for misc. income. The new figure for #970 is \$4,036.95.

Account #982 Books – Add \$451.06 to the budgeted amount for lost and paid rev. and reimbursable purchases. The new figure is \$42,451.06.

The next regular Board meeting will be held Thursday, June 19, 2008 at 4:00 p.m.

Other – Renny expressed concern in regards to the standard CSM document which would be the only written account used during construction and which would be a record of contractors billings, payments, balances on account, etc. as recorded by CSM. Following discussion, it was the consensus of the Board it would be practical, as well as a double check, to maintain our own spread sheet to compare with the CSM spread sheet at all times. Ryan will construct a spread sheet form for us to use.

Nancy wondered how things were going with the adjacent neighbor at the new Library lot in regards to his questions regarding drive access to this piece of property adjoining the Library property. John, Ryan and CSM have talked to the property owner and there is no problem. Rolled curb will be installed as planned in that area and the property owner will not have an access problem.

A motion to adjourn was made by Sharon, seconded by Renny. Motion carried. The meeting adjourned at 6:07 p.m.

Respectfully submitted,

Nancy Seibert, Secretary