

Dexter District Library
Board of Trustees
Meeting Minutes
March 3, 2008
6:00 p.m.

Note: Due to the cancellation of February's regular Board Meeting on February 4, 2008 and again on February 12, 2008, the Board of Trustees agreed to meet at the earlier time of 6:00 p.m. to cover the agendas for both the February 4, 2008 and the March 3, 2008 Board Meetings. It was also agreed that the agenda dated February 4, 2008 would be completed in its entirety before moving on to the March 3, 2008 agenda.

President Davis called the meeting to order at 6:13 p.m.

Members Present: Linda Chapman, Pat Cousins, Barbara Davenport, Marty Davis,
Mike DeAngelo, Jim LaVoie, Donna Palmer, Rosemary Quigley

Members Absent: None.

Others Present: Paul McCann, Matt Ratzow of O'Neal Construction,
Kim Swoverland, recording secretary

Davis called for additions to the February 4, 2008 agenda, covering January's business. McCann requested the addition of "Arbitrage" under the Director's Report section of the agenda. Palmer moved to approve the agenda as amended. Second by DeAngelo. A vote was taken. Aye=all, nay=none. Motion carried.

Davis called for corrections to the minutes of the January 7, 2008 Regular Board Meeting. No corrections were requested. Quigley moved to approve the minutes from the January 7, 2008 Regular Board Meeting. Second by Palmer. A vote was taken. Aye=all, nay=none. Motion carried.

Public Comment: None.

New Library Facility Update:

Ratzow reviewed the O'Neal Construction Change Order Request-Bulletin #1 dated February 1, 2008 and all associated documents. This request is a change to the original construction contract for added scope to the project in the amount of \$178,350.00 for items requested by the facilities committee. Questions were answered to the Board's satisfaction. LaVoie moved to accept the presented Bulletin #1, adding \$178,350.00 to the scope of the construction project. Second by Cousins. Davis called for discussion. A vote was taken. Aye=all, nay=none. Motion carried.

Based on the bid opening results and the subsequent pre-award interviews, Ratzow offered the following recommendations for subcontracts for the 4th round of Bid Pack #2:

Bid Category 9c – Carpet and Resilient Flooring: Ratzow presented O’Neal Construction’s recommendation that Shock Brothers Floor Covering, Inc., with the lowest qualified bid \$138,900.00, be awarded the subcontract for flooring materials without an additional performance bond being required. Davenport moved that the Board accept the recommendation of O’Neal Construction to issue a subcontract to Shock Brothers Floor Covering, Inc. for flooring materials without an additional performance bond. Second by DeAngelo. A vote was taken. Aye=all, nay=none. Motion carried.

Bid Category 10a – Toilet Stall Compartments, Projection Screens and Misc. Items: Ratzow presented O’Neal Construction’s recommendation that Great Lakes Specialties, with the lowest qualified bid of \$19,800.00, be awarded the subcontract for this category without an additional performance bond being required. Quigley moved that the Board accept the recommendation of O’Neal Construction to issue a subcontract to Great Lakes Specialties for toilet stall partitions, projection screens and misc. items without an additional performance bond. Second by DeAngelo. A vote was taken. Aye=all, nay=none. Motion carried.

Bid Category 10d – Metal Lockers: Ratzow presented O’Neal Construction’s recommendation that Rayhaven Group, Inc., with the lowest qualified bid of \$2,752.00, be awarded the subcontract for metal lockers without an additional performance bond being required. LaVoie moved that the Board accept the recommendation of O’Neal Construction to issue a subcontract to Rayhaven Group, Inc. for metal lockers without an additional performance bond. Second by Palmer. A vote was taken. Aye=all, nay=none. Motion carried.

Bid Category 10e – Operable Partitions: Ratzow presented O’Neal Construction’s recommendation that Gardiner C. Vose, Inc., with the lowest qualified bid of \$12,330.00, be awarded the subcontract for operable partitions without an additional performance bond being required. Davenport moved that the Board accept the recommendation of O’Neal Construction to issue a subcontract to Gardiner C. Vose, Inc. for operable partitions without an additional performance bond. Second by DeAngelo. A vote was taken. Aye=all, nay=none. Motion carried.

Ratzow called to the Board’s attention the bid category items that are still pending recommendations. The Board requested that two of these items, window treatments and bike racks, be added to the Facilities Committee’s agenda for their next meeting.

Ratzow presented and explained Change Request #98014 dated January 23, 2008 in the amount of \$2,884.00 for tree removal by Ron Krull Construction. Questions were answered to the Board’s satisfaction. Cousins moved that the Board approve O’Neal Construction Change Request #98014 for the amount of \$2,884.00 for tree removal services performed by Ron Krull Construction. Second by Chapman. Davis called for discussion. A vote was taken. Aye=all, nay=none. Motion carried.

Ratzow reviewed the recent progress that has taken place at the construction site. The structural steel has been set in place. The basement level has been temporarily enclosed and heated. In the coming weeks construction crews will be getting ready to pour the concrete slabs and once those are set, backfilling of dirt will begin. Ratzow reminded the Board of the challenges inherent with the site and stated that the backfilling will help to open up working space currently occupied by large piles of earth. Ratzow proposed that the site will be ready for possible Board walk-through in a couple of months, with the Board affirming that they would be eager to do so.

Ratzow excused himself from the meeting at 7:48 p.m.

Treasurer's Report:

LaVoie reviewed the written treasurer's report.

Davis called for questions regarding the bills paid for the month of January. Questions were answered to the Board's satisfaction. Palmer moved to approve the bills paid during the month of January. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

There were no budget changes.

There were no reimbursements.

Director's Report:

McCann reviewed the written Director's Report.

McCann called to the Board's attention the written Incident Report on the Unicorn Server Failure that summarized the events that led to the unavailability of the shared system from January 23, 2008 through January 30, 2008. McCann stated his disappointment that the back-up offline system also failed to work properly.

McCann reported the following use statistics for the month of January:

January 2008
Circulation Statistics

Adult Books	3098
Young Adult Books	649
Children's Books	5740
Magazines	279
Videos	1451
DVD	3374
Books on Tape	215
Books on CD	424
Music CD	1450
ILL lent out	1951
ILL borrowed	1287
Renewals Workflows	746
Renewals Ibistro	1229
Total	21893
In-house use	401
Library visits	6213
Ref Q	598
Withdraw	250
Add	863
total holding	64907
new card	68
total card	8247
Internet usage	1114
Museum Pass	28

Evaluations for the month of February include Karen Lind and Catherine Cureton. McCann expressed that both employees provide excellent customer service to the public and requested that the Board approve a 3% wage increase for them both. LaVoie moved that the Board increase the hourly wages of Lind and Cureton by 3%, effective on their respective anniversary dates of hire. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

McCann presented the Board with a contract for Opening Day Services by Baker & Taylor Inc., Customized Library Services. Entering into this contract will allow for an outside company to process an estimate of 8 to 10 thousand books in exactly the way that the Dexter Library specifies to be compatible with our system, to store these processed books in a climate-controlled environment and to deliver these books at the optimal timing for our grand opening. Cousins moved that the Board authorize McCann to enter into the Baker & Taylor Opening Day Contract as presented. Second by Palmer. Davis called for questions. A vote was taken. Aye=all, nay=none. Motion carried.

McCann provided a list of questions and answers on Medical/Health Insurance resulting from his meeting with a representative from MEBS. The Board acknowledged that both the Policy and Finance Committees will continue to discuss insurance issues at their respective meetings.

McCann provided the Board with the latest arbitrage calculations of a rebate liability of \$101,529.94 at this point in time. McCann reminded the Board that this figure is variable, dependent on future investment yields, and that the very fact the Library is in arbitrage at all is a result of maximizing the potential investment earnings on the issued bonds.

Committee Reports:

The Policy Committee meeting minutes from January 16, 2008 were reviewed.

The Finance Committee meeting minutes from January 17, 2008 were reviewed.

Old Business:

McCann informed the Board that the Library's attorneys have advised him that discussion on the sale of the Library building and property can not occur in closed session.

McCann reviewed the letter from Gerald Alcock Company, LLC, dated February 4, 2008, that states their desire to purchase the current Library property for a price of \$430,000.00. The letter is not an official contract, but rather a statement of interest. McCann reminded the Board that an appraisal done last fall put the building's value at \$425,000.00 and a commercial property realtor stated his opinion that he would list the property for approximately \$500,000.00. McCann also presented a letter from the Village of Dexter, dated February 27, 2008, that states the Village's potential interest in the property. Board discussion ensued.

Questions arose as to whether it should be more publicly known that the property is for sale. The Board directed McCann to specifically inquire with legal counsel what the Library's obligation is as far as public notification that the Fourth Street building and property are for sale. McCann stated he would do so and would report his findings to the Board.

Furthermore, the Board was in agreement that both the letters from the Alcock Company and from the Village of Dexter should be responded to immediately. The Board directed McCann to thank Alcock for their interest, and to inform them that the Library is checking with our Attorneys to ensure that the process is handled appropriately. The Board directed McCann to thank the Village for their interest, to let them know the Library has received interest with an offer to purchase from another entity, and to encourage them to proceed in a timely manner if they indeed wish to purchase.

Chapman excused herself from the meeting at 8:50 p.m.

The Board was in concensus that if the result of attorney advice is that the Library has no further obligation to make the availability of the property publicly known, that the Library should respond to the Gerald Alcock Company within 2 weeks in more concrete terms. Davenport moved that if, according to legal counsel, public notice obligations are already satisfied, then the Library Board will respond to the Gerald Alcock Company's offer to purchase with a counter-offer in the amount of \$440,000.00. Second by Cousins. A roll call vote was taken. Aye=Cousins, Davenport, Davis. Nay=DeAngelo, LaVoie, Palmer, Quigley. Absent=Chapman. Motion failed.

LaVoie moved that if, according to legal counsel, public notice obligations are already satisfied, then the Library Board will respond to the Gerald Alcock Company's offer to purchase with a counter-offer in the amount of \$450,000.00. Second by Quigley. A roll call vote was taken. Aye=Cousins, Davis, DeAngelo, LaVoie, Quigley. Nay=Davenport, Palmer. Absent=Chapman. Motion carried.

New Business: There was no new business.

Friends Report: To be discussed with the March agenda.

Public Comment: None.

The February 4, 2008 agenda being completed, the meeting was recessed at 9:03 p.m. for a short break.

The meeting resumed at 9:11 p.m.

Members present: Cousins, Davis, Davenport, DeAngelo, LaVoie, Palmer, Quigley

Members absent: Chapman

Others Present: McCann, Swoverland

Davis called for additions to the March 3, 2008 agenda. McCann requested the addition of Fanning/Howey Associates, Inc. Technology Contract under the Old Business section of the agenda. Quigley moved to approve the agenda as amended. Second by Cousins. Aye=all, nay=none. Motion carried.

Public Comment: None.

Treasurer's Report:

LaVoie reviewed the written Treasurer's Report.

Davis called for questions for the bills paid during the month of February. Questions were answered to the Board's satisfaction. LaVoie moved to approve the bills paid during the month of February. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

There were no budget changes for the month of February.

There were no reimbursements for the month of February.

Director's Report:

McCann reviewed the written director's report.

McCann reported the following circulation statistics:

February 2008	
Circulation Statistics	
Adult Books	3360
Young Adult Books	698
Children's Books	6400
Magazines	319
Videos	1692
DVD	3868
Books on Tape	235
Books on CD	490
Music CD	1655
ILL lent out	1688
ILL borrowed	2640
Renewals Workflows	973
Renewals Ibistro	1745
Total	25763
In-house use	693
Library visits	6280
Ref Q	637
Withdraw	242
Add	562
total holding	65189
new card	76
total card	8267
Internet usage	1111
Museum Pass	32

Committee Reports:

There was no Policy Committee Meeting in the month of February. The next Policy Committee Meeting is scheduled to take place on Wednesday, March 19, 2008 with a focus on health insurance issues and defining the classification of “part-time employee.”

The meeting minutes from the February 21, 2008 Finance Committee Meeting were reviewed. The Finance Committee will continue to discuss the financial impact of health insurance benefits at the next meeting scheduled for Thursday, March 20, 2008.

Old Business:

McCann reviewed the alterations that the attorneys made to the technology contract from Dwayne Henderson and Fanning/Howey Associates, Inc. LaVoie moved to authorize McCann to enter into the presented technology services contract with Fanning/Howey Associates, Inc. for the amount of \$104,580.00. Second by Palmer. Davis called for discussion. A vote was taken. Aye=all, nay=none. Motion carried.

New Business:

The letter from the Village of Dexter regarding the potential purchase of the Fourth Street building and property was included with the discussion from January’s business. There was no further new business.

Friends Report:

Davis reported that the recent book sale brought in \$371.50 and that shelf sales for the month of February earned \$253.00. Davis informed the Board of some personnel changes that are occurring with the book sales via the internet.

Public Comment: None.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Patricia Cousins,
Secretary

Kimberly Swoverland
Recording Secretary