

Reed City Area District Library Board Meeting
March 28, 2016 6 p.m.
RCADL Community Room

Present:

Christine Cox, President, Reed City
Phil Noreen, Vice President, Reed City
Mary Neal, Treasurer, Reed City
Bette Newell, Secretary, Lincoln Township
Twila Betzing, Lincoln Township
Terry Blood, Richmond Township
Tom Burnosky, Richmond Township
Bob Duke, Hersey Township Liaison
Annette Butler, Green Township Liaison

Absent:

Cedar Township Liaison, Open

1. Call to order

The meeting was called to order at 6:02 p.m. by Christine Cox. A quorum was present.

2. Approval of agenda

A motion was made by Phil Noreen and seconded by Terry Blood to approve the agenda as presented.
It passed.

3. Approval of previous meeting minutes

A motion was made by Terry Blood and seconded by Mary Neal to approve the minutes of March 14, 2016 as presented. It passed.

4. Citizen's requests/Public Comment

Christine Cox reported that the Richmond Township Board had accepted Edie Betzing's resignation as Richmond Township representative on the RCADL Board and approved the appointment of Tom Burnosky as the new Richmond Township representative to the Board.

5. Finance Report

Mary reported that the total of the bills for operations was \$1814.21 and that the grand total of the bills was \$3710.24. A motion was made by Phil Noreen and seconded by Terry Blood to accept the bills as presented. It passed.

Mary reported that the total in the General Fund as of February 29, 2016 is \$125,468.53. Mary reported that the total in the Building Fund is \$457,902.69.

Mary reported on changes being worked on by Crossroads Business Services. These include reports on Profit and Loss and different ways to work budget amendments.

6. Committee Reports

A. Finance Committee

None

B. Director's Evaluation

Review job description and Director evaluation in April.

C. Personnel and Policy Committee

None

D. New Facility Committee

i) A motion was made by Twila Betzing and seconded by Bette Newell to approve the doors and paint colors chosen by the color committee which are as follows:

Doors: Mohawk premium Rustic Lite Oak

Teen and Children's Area: Sherwin Williams Balanced Beige 7037

Fireplace Wall: Sherwin Williams Chrysanthemum 6347

Community Room: behind the sink, SW Green Sprout 7728

north and south walls SW Tealight 7681

Room side of storage area white
Inside Storage area SW Tealight 7681

Ladies Room: SW Chrysanthemum 6347
Mens Room: SW Riverway 6222
Bulkhead over Circulation desk: SW Breezy 7616
Breakroom: SW Chrysanthemum 6347
Halfwalls behind circulation desk: SW Balanced Beige 7037
Staff Area: SW Breezy 7616
Storage Room: Whatever paint is left.
Director's office: East wall is SW Breezy 7616 other walls SW Tealight 7681
Back Corridor: SW Balanced Beige 7037
Computer Room: SW Tealight 7681
Janitor's closet, small storage closet (tech closet): SW Balanced Beige 7037
It passed.

ii. It was decided to make no change in the 10% retainage with the contractor.

iii. A motion was made by Twila Betzing and seconded by Terry Blood to make the south glass wall of the vestibule 1 inch insulating glass, at a cost of \$450, and the contractor will change the west windows in the interior front entry door to comply with the original spec. A roll call vote was taken. Yeas: Twila Betzing, Phil Noreen, Terry Blood, Mary Neal, Tom Burnosky, Christine Cox. Nays: Bette Newell. It passed.

iv. It was decided for the half door between the circulation desk and wall to swing to the circulation desk area.

v. A motion was made by Bette Newell and seconded by Twila Betzing to leave the stone on the west side of the building. It passed.

vi. A motion was made by Tom Burnosky and seconded by Mary Neal to approve Casair's bid of \$10,803.73 for data cabling if the cable they will be installing is good for both fiber and coaxial cable and for phones. A roll call vote was taken. Yeas: Tom Burnosky, Mary Neal, Terry Blood, Christine Cox, Bette Newell, Twila Betzing, Phil Noreen. Nays: None. It passed.

vii. A motion was made to retain Charter for coaxial service on a month to month basis at \$79.99 a month in the new building by Bette Newell and seconded by Phil Noreen. A roll call vote was taken. Yeas: Christine Cox, Twila Betzing, Phil Noreen, Terry Blood. Nays: Tom Burnosky, Mary Neal. It passed.

viii. It was decided to table hiring of an IT consultant until next meeting. Nate Bailey will be invited to come to the next meeting to discuss possible participation in our tech needs at the new building. John Burgess of A-Z Computers will be invited to submit a quote for technology services for the library.

ix. Tom Burnosky presented the idea that deep discounts may be taken advantage of if we order books and technology around the opening of the new library.

x. It was decided not to put in the outlets in the ceiling to bring power to the routers, since they will be wireless, and to apply for a deduct.

xi. A motion was made by Twila Betzing and seconded by Phil Noreen to approve \$2385 to purchase 5 doors with jams to accommodate the cinderblock walls in the bathrooms, the janitor's closet and the two community room doors. A roll call vote was taken. Yeas: Terry Blood, Christine Cox, Twila Betzing, Phil Noreen, Tom Burnosky, Mary Neal. Nays: Bette Newell. It passed.

xii. We will be reusing the trim and doors for the three doors in the staff area.

xiii. A motion was made by Twila Betzing and seconded by Terry Blood to approve an upgrade of a half window for the director's office for \$75. A roll call vote was taken. Yeas: Twila Betzing,

Phil Noreen, Tom Burnosky, Mary Neal, Terry Blood, Christine Cox. Nays: Bette Newell. It passed.

xiv. It was decided not to approve trim for the posts, an awning for the front door or a keypad for the back entry.

xv. Heather reported we will be receiving the additional shelving from Ferris State University and will be able to pick it up and bring it directly to the building. A truck may be available to facilitate the move at no cost.

xvi. A motion was made by Bette Newell and seconded by Mary Neal to choose flooring that is currently within our spec. cost. It passed.

xvii. It was decided to put the vinyl composite tile , Johnsonite VCT by Tarkett , color Malt V218 in the Community Room, Johnsonite VCT by Tarkett color Part Putty V216 was selected for the two bathrooms and the janitor closet. Heather will question staff on the type flooring they would prefer behind the circulation desk. If they choose the composite vinyl tile it will be Johnsonite VCT by Tarkett color lambswool V212.

xviii. It was decided to treat the back hallway with the 5 foot walkoff and regular carpet in the rest of the hallway.

xix. A motion was made by Mary Neal and seconded by Terry Blood to close the library for the move from May 26- June 10, to be open on June 13. It passed.

xx. Christine will question the architect and contractor about the switching in and out of different sized conduit, that they are asking for an upgrade.

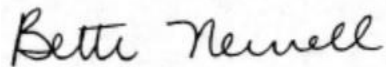
7. Director's Report
see attached.

8. Old Business
None

9. New Business
Phil Noreen will contact Sunshine Carpet Cleaners to see if they will clean our furniture before the move.

10. Adjournment
A motion was made by Terry Blood and seconded by Phil Noreen to adjourn the meeting. It passed.
Meeting was adjourned at 9:51 p.m.

Respectfully submitted,



Bette Newell, Secretary, RCADL

Approved as corrected April 11, 2016

Next meeting of the RCADL to be held April 11, 2016 at 5 p.m. in RCADL Community Room.