

Oscoda County Library Board

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UNOFFICIAL MINUTES

April 14, 2014

A SPECIAL MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, APRIL 14, 2014 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:00 p.m.

Members Present: Olsen, Call, Brenner, Stenzel, and Shumaker

Others Present: Sylvia Manning, Mark Grantner, Lewis Gemmill, Verna Gillette, Joyce Smith,
Amy Knepp

Phone Conversation with Ron Cieslak

Mr. Cieslak answered questions from board member Brenner's list. Mr. Cieslak will bid the whole project as one. There will be a stipulation that the door on north side (Phase 1) will go in first with the remaining part of the bid to be handled in Phase 2. Both phases will be handled in one contract.

The board needs to discuss closets, vent, and size of "bookroom". Changes will be forwarded to Mr. Cieslak. He will seek out four contractors in the area and provide them with specifications of the project. He will establish a timeline for the project.

The following notes will be provided to Mr. Cieslak:

1. Door E- Full pane (like existing front doors), safety glass, metal clad
2. Door B- Full pane (like existing front doors), safety glass, metal clad
3. Canopy over both doors E & B
4. Ron to check plumbing for kitchenette with regards to concrete issues in the basement
5. Door 108 B – 1/2 pane to match Director's Office & Workroom doors
6. Door 108 A – 1/2 pane to match Director's Office & Workroom doors
7. Door 108 C – 1/2 pane to match Director's Office & Workroom doors
8. Adjust coat racks by Director's Office window
9. Vent at NE corner of the Conference Room – is covered by framing of corner
10. Move thermostat into Conference Room
11. Add cabinets with locks under coat racks for storage

Budget Report

Chair Olsen reported, with regards to renovations, if an item already exists, it is not new construction. If it doesn't exist, then it is considered new. The board cannot exceed new construction in the amount of the fund balance \$116,652.38 plus penal fines that are received in July 2014. Cost projections from Ron Cieslak are \$47, 520. This does not include carpet and paint.

Old Business

Creation of Line Item to Pay Bills Related to Building Project

No items were created at this meeting.

Process for Paying Bills Related to the Building Project

Chair Olsen stated that once we have accepted a bid for a part of the project, it will be treated like the electric bill in that it can be submitted without being added to the monthly Claims Docket. No further vote will be needed.

Building Project – North Door

This will be included in Mr. Cieslak's bid.

Building Project – Painting

All items listed on the bid should be incorporated in the contract with Mr. Davis.

Call/Brenner Motion for Director Knepp to enter bid language into the contract template provided by the board's attorney. Chair Olsen, based on the vote of the board, will sign and return to Director Knepp to secure Mr. Davis' signature. The contract should then be delivered to the Clerk's Office for payment – 50% down and balance upon completion.

4 Ayes : 0 Nays. **Motion carried.**

(Vice Chair Stenzel left for a prior commitment before the vote.)

Building Project – Carpet

It has been suggested that different flooring be installed in the area by the outside doors (next to Children's area), Children's and Circ Desk areas – possibly cork.

Chair Olsen has had several conversations with Jeff Johnson, a possible vendor for the carpet. She will ask him to make a presentation to the board on various options.

Aric Brenner's Presentation

Board member Brenner presented options for the project:

- Lobby enhancements including state and county seal and place to honor donors and those who have served the country from Oscoda County.
- Use accent walls as an inexpensive way to change look and distinguish various areas. He presented several possible color palettes and discussion followed.
- Cabinets for storage of equipment.
- Glassed enclosure in Children's area
- iPads in Children's area
- TV monitors behind Circ Desk

Chair Olsen suggested board members Call and Brenner look at color palettes. They should mark walls when color changes would occur and where door would be located on north side and have this ready for the April 21, 2014 meeting.

Phase 2

The board addressed this in the phone call to Mr. Cieslak.

Director's Comments

None

Correspondence

None

Board Member Comments

Chair Olsen thanked the board for their patience when she was absent from several meetings recently.

We may wish to add a surveillance camera in the Break Room.

Northland Board Advisory Comments

There is a Northland Library Cooperative meeting on Thursday, April 17, 2014.

Public Comment

None

Commissioner Liaison Comment

None

Seeing no further business, Chair Olsen adjourned the meeting. The next regular meeting will be held Monday, April 21, 2014 at 5 p.m.

Respectfully submitted,
Deb Shumaker – Secretary

Future meeting dates:

- April 21, 2014 (Monday)
- May 19, 2014 (Monday)
- June 16, 2014 (Monday)
- July 21, 2014 (Monday)
- August 18, 2014 (Monday)
- September 15, 2014 (Monday)
- October 20, 2014 (Monday)
- November 17, 2014 (Monday)
- December 15, 2014 (Monday)