

Oscoda County Library Board

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UNOFFICIAL MINUTES

August 18, 2014

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, AUGUST 18, 2014 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:07 p.m.

Members Present: Olsen, Call, Brenner, and Shumaker

Absent: Stenzel

Others Present: Amy Knepp, Ron Cieslak, and Mark Grantner

Opening of Construction Bids

Ron Cieslak passed out the Bid Tabulation Form and then opened the two bids received in front of the board.

The first bid was from Integrity Construction (Gaylord) in the amount of \$52,100.00 with completion in 40 calendar days. Subcontractors are Card (construction) and Sunrise (electrical).

The second bid was from Wakefield Construction (Houghton Lake) in the amount of \$48,810.00 with completion in 45 calendar days. Subcontractors are Wakefield (construction) and Roger Rogers (electrical).

No bid was received from Weigand Construction.

Shumaker/Brenner Motion to accept the bid of Wakefield Construction in the amount of \$48,810.00

Board chair Olsen called for a roll call vote to accept the bid from Wakefield Construction.

Call – Aye
Brenner – Aye
Olsen – Aye
Shumaker – Aye

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

- Wakefield Construction will be directed to draw up a standard agreement.
- There will be no penalty clause.
- Director Knepp, Dave Wakefield, and Chair Olsen will set a timeline.
- Wakefield Construction will be paid on a monthly basis for work completed in the previous month.
- All questions or concerns that Wakefield Construction may have about the project will be handled by Director Knepp as per the board.

Director Knepp wanted the board to know that on days that dry walling is occurring, she may take the day off.

This is the end of the contract with Ron Cieslak.

Carpet

Call/Brenner

Down Payment

Motion to make down payment of \$21,000.00 (slightly more than 50%) for carpet/flooring to Morse-Clark.

Board chair Olsen called for a roll call vote for down payment.

Call – Aye

Brenner – Aye

Olsen – Aye

Shumaker – Aye

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

Minutes

The minutes of the July 21, 2014 meeting stand approved as presented.

Budget Report

Call/Brenner

Approve payment of bills in the amount of \$22,693.25. This includes \$1,693.25 in regular monthly bills plus the \$21,000.00 down payment for carpet.

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

Transmittals

The board reviewed transmittals. All are up-to-date.

Old Business**Carpet**

There is no firm date for carpet removal but it will be soon. Arrangements need to be made with the subcontractor.

Employee Evaluation Update

Director Knepp stated the following about employee evaluations:

- There is an issue of employees arriving on time.
- Joyce's evaluation form will be different from the regular library employee's form as she is employed by another entity.
- Employee evaluations will document issues.

Director's Evaluation

Director Knepp has requested the board go into closed session for review of her evaluation.

New Business**Expansion of Parking Lot**

Director Knepp asked if the board felt additional parking spaces were needed especially when the new meeting room is open. She also stated the area would not have to be paved.

The number of spaces is based on square footage of the building.

The board asked Director Knepp to get bids for gravel and paving.

Director's Comments

None

Correspondence

None

Board Member Comments

Board chair Olsen suggested the trees be trimmed, posts be raised, and the quilt block be placed on the OCL sign on M-72. Director Knepp will check with MDOT to see if there are any restrictions and/or guidelines.

Northland Board Advisory Comments

There will be a Northland meeting this Thursday (August 21, 2014) at the Beaver Island Library. Director Knepp will not be attending.

Public Comment

None

Commissioner Liaison Comment

None

The next regular meeting will be held Monday, September 15, 2014 at 5:00 p.m.

Respectfully submitted,
Deb Shumaker – Secretary

Future meeting dates:

- September 15, 2014 (Monday)
- October 20, 2014 (Monday)
- November 17, 2014 (Monday)
- December 15, 2014 (Monday)