

Musser Public Library Board of Trustees

March 21, 2018 meeting

408 East Second Street

Present: Daufeldt, Gordon, Wojtecki, Moravec, Gradert, Regennitter, Johnson, Olson

Absent: Dew

Staff: Collins, P., Benefiel, Fiedler, Carlson

Friends Rep: None

Approval of Agenda: Collins asked to add the CAT grant expenses to the Agenda. Gradert motioned to approve the corrected agenda and Gordon seconded. All ayes.

Approval of Minutes: Wojtecki motioned to approve the minutes for February and Olson seconded. All ayes.

New Building Update: Randy Hill and Glenn Stelzner gave an updated report on the new building progress. Stelzner reported major construction is complete, carpet is done on upper floors. Sheets Construction should be done by the end of the month.

They have started on basement area and doors, etc. have been done. Daufeldt asked about the “wells” and Stelzner said they added carpet and lights. There were three change orders-metal cap edge, carpet on first floor and lights for a \$15,000 total change order.

Hill said they would be going to city council on April 5th with change orders and April 19th to accept work. Furniture should be here mid April-first of May. If the city staff helps that would save \$10,000 in the move. The shelving should be here May 11th and it takes 10 days to put together. Moving would be paid out of regular budget. The total construction budget is \$30,000 over-\$10,000 to move books (paid out of regular budget), LFI moving materials in one week, 2 self propelled book carts for \$12,000 and \$8,000 to keep magnetic on main doors and meeting rooms for locking system. Collins asked for permission on this, Wojtecki motioned and Moravec seconded, all ayes.

Wojtecki asked about parking lot lights and Hill said they were working with the roundabout project to see what is covered.

Ratify Bills for Payment: Collins reviewed the bills for payment. Gordon motioned to approve bills for payment, Olson seconded. All ayes

Citizens Speak: None

Staff Liaison: Benefiel stated that Julie Duke’s last day is Friday, her replacement will hopefully for starting soon. Regennitter asked if the staff would be working during being closed, Collins said yes they would be.

Friends Report: Collins said the Friends met on Monday and paid the \$2600 to set up a pass through account at the Community Foundation. The library will reimburse the Friends through the book sale. This money will be in the Friends account but the library board decides what it is used for.

Director's Report: Collins will send a copy of the CAT grant to the board. We are \$50,000 over project budget for shelving and furniture. Signage is out of construction costs and there hasn't been a cost proposed yet.

There was a set of Lakeside Press Classics from 1903-2005 that was donated years ago to the library when Peter Press was director. Collins suggests they look into selling them. They are pricing about \$11,000 to 15,000 on the internet. Collins is looking for approval to sell, Wojtecki motioned so and Gordon seconded, all ayes.

New Business-Benefiel sent out proposals to three vendors and one vendor returned a proposal (Fresh Ideas). They will need a couple weeks notice for installation.

Collins explained the collection policies will be grouped and up for approval at the next meeting. The Library Bill of Rights will be an appendix.

There was discussion on the request from HNI to use part of the new library parking lot. Collins said the city staff, etc. suggested that we turn this request down.

Adjourn: Regenniter motioned to adjourn, Wojtecki seconded. Meeting adjourned 5:30 pm.

Next Board Meeting will be Wednesday, April 18, 2018

Location: 408 East 2nd