

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Branch Library, Columbus Grove, Ohio 4:00 p.m., Thursday September 13, 2007

Present: Keith Kahle, Larry Bracken, Leroy Reed, Virginia Schroeder, Mary Lieb, Nancy Turner, and Beth Myers.

Others: Nancy Stauffer, Clerk-Treasurer/Assistant Director

INTRODUCTION OF BETH MYERS. Mrs. Turner welcomed Beth Myers to the Library Board.

OATH OF OFFICE. Nancy Stauffer, Clerk/Treasurer administered the oath of office to Beth Myers.

Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Mrs. Myers responded I Do.

BUILDING CONSTRUCTION. Tony Hovest and Engineers to discussed heating and ac modifications, building repairs and electrical repairs.

HVAC SYSTEM. Motion was made by Leroy Reed and seconded by Larry Bracken to approved the purchase and installation of the approximate 12 packaged HVAC units with limited VAV control with supplemental electric heat in the vestibules. All voted yes on the roll call vote.

REMOVAL OF SERVICE FROM BASEMENT. Motion was made by Larry Bracken and seconded by Leroy Reed to remove all service from the basement, including HVAC, main power panel, generator switch panel, and telephone. All voted yes on the roll call vote.

The Board authorized Technicon Design Group to provide the engineering to for the installation of the elevator to determine an estimated cost.

UPDATE ON BUILDING. Nancy Stauffer reported the status of building to the Board.

Clean-up

- \$ BMS Cat has completed there work
- \$ Contract modification was approved by the Prosecuting Attny and signed by BMS Cat.
- \$ Will be billed separately by Eagle (pumping company)
- \$ Have not been billed by either company yet.
- \$ Hired environmental engineer to assess air quality after contaminated materials were removed. To return at completion of reconstruction.
- \$ All remaining books have been boxed and stored in Ohio Logistics' warehouse

Insurance

- \$ filled out papers with FEMA (gathered general information and visited library)
- \$ to attend another meeting next week with FEMA
- \$ we are insured for replacement value (per representatives from CORSA)
- \$ payment will be made to the County Commissioners and they will pass the check on to us, we will pay the vendors
- \$ working on inventory of building contents and updating lost items to replacement costs
- \$ gathering estimates for replacement costs of hvac and electric
- \$ general contractor will provide an estimate to return the building to pre-flood condition

Construction

- \$ County Electric has established temporary power, temp. lights in the basement, and temperature control inside the building to reduce humidity and moisture in the building.
- \$ Technicon Design Group preparing comparison between current boiler system and using exterior heating and cooling units.
- \$ Technicon Design Group developing scope of work for general contractor, mechanical and electrical.
- \$ Technicon Design Group modified drawings for changes to existing building layout

Misc.

- \$ approx. 6 months to complete project
- \$ SIRSI has received our contract; waiting call from project manager to establish when SIRSI will be operational (approx 2 weeks) Processing personnel and MORE will be operational when SIRSI is functioning--Linda is modifying October circulation schedules
- \$ All servers were damaged
- \$ e-mail is functioning
- \$ Branches are operating everyday on limited bases (check-out, renew, and discharge)

SUSPEND SEPTEMBER 18, 2007 BOARD MEETING. Motion was made by Beth Myers and seconded by Ginny Schroeder to suspend the September 18, 2007 regular Board meeting.

VIII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None

IX. COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 9:15 p.m., on motion by Larry Bracken. The next regular board meeting will be held on Tuesday, October 16, 2007, at 4:30 p.m.

Secretary

President