

OSGOOD PUBLIC LIBRARY

BOARD OF TRUSTEES

JUNE 28, 2011

1. Call To Order

Present: Sheri C., Gene P., Lisa B., Melodie B., Sanda G., Vicki B., Shirley B., and Richard P.  
A motion was made to approve the Minutes from the May 24, 2011 board meeting.

Motion: Sandra Gloyd  
Second: Melodie Busch  
Vote: 5-0

2. Old Business

a. Computer Update

Work is finished on the network concerning the nightly and weekly back-ups. At this time, back-ups have been working well. At the present time there is an issue with patrons using up the library's bandwidth in Milan through the downloading of movies. Because of this unauthorized use, the library does not have enough bandwidth to run various computer library duties properly. *we currently meet* ~~As of August we will have to meet~~ the filtering regulations of the state, so it was suggested that we purchase a software program called Sonic Wall. It is a firewall that will protect the bandwidth and cover our filtering regulations. The cost to improve the bandwidth problem and to take down an old server is estimated at \$6,587.35. There is a yearly software cost for the firewall which is \$425 as well. A motion was made to purchase the Sonic Firewall which will cover both public and staff use of the bandwidth, and the funding will be left up to Vicki's discretion.

Motion: Gene Pitts  
Second: Shirley Bocoock  
Vote: 6-0

3. Treasurer's Report

a. Unusually high claims

It was noted by Melodie Busch that the report appeared to have some unusually high claims, and she also noted that some of the accounts were in the "red". The board was informed by Richard Parks that these accounts are carried and fixed at the end of the year. A motion was made to accept the the Register of Claims and Treasurer's Report.

Motion: Sandra Gloyd  
Second: Gene Pitts  
Vote: 6-0

4. New Business

a. Insurance

The old Milan building was dropped from the current policy. Brad Samples was unable to attend the meeting and it was felt that there was no further need to have him attend any meetings in the future. Melodie Busch asked about the our deductible and what the cost difference was between a \$500 and \$1000 deductible would be to us. There have been no workmen's comp claims as of this meeting date.

b. Evergreen

We are scheduled to go "live" on August 23, 2011 with the Evergreen System. Viki Butz asked permission to close the library for <sup>up to</sup> two days, and to choose a time frame in which to integrate the new fine system that is associated with Evergreen. A motion was made to integrate the new fine amounts in a timely manner and to grant Viki permission to close the library to set the new Evergreen System into motion.

Motion: Shirley Bocoock

Second: Melodie Busch

Vote: 6-0

c. The Ad-Tech Contract renewal was discussed. Ad-Tech files for E-Rate discounts for the library. It has saved us \$2800.00 per year. The fee for Ad-Tech is \$690.00. A motion was made to renew our contract with Ad-Tech which handles our E-Rate Application.

Motion: Gene Pitts

Second: Sandra Gloyd

Vote 6-0

d. RCCF

The grant received from the Tarter Trust was used to purchase a new work station. Viki Butz asked for permission to apply for a grant from the RCCF in the amount of \$2500.00. She would use the grant money to make improvments in the Children's Library. A motion was made granting Viki Butz permission to apply for the grant from the RCCF. *This is for Orsgood*

Motion: Gene Pitts

Second: Shirley Bocoock

Vote: 6-0

e. 2012 Budget

The new state regulations concerning the budget were discussed. You must now file the budget on line. Viki Butz and Patty Asche attended a workshop explaining how to put the budget online. Many of the line items in the budget were discussed and explained by Viki Butz, Library Director. Viki explained that it is crucial that the Board establish the idea of the importance of a Rainy Day Fund. Some expenses in the future to keep in mind will be the constant changes in technology and computers, structural repairs, and heating and cooling issues. A motion was made to accept the 2012 budget.

Motion: Gene Pitts

Second: Sandra Gloyd

Vote: 6-0

f. Bonus

It was suggested by Viki Butz that the Board approve a one-time \$50 bonus for Patty Asche. Patty will be getting her Library Certification and will apply the bonus money toward the cost of her certification. A motion was made to give Patty Asche a one-time \$50 bonus.

Motion: Shirley Bocoock

Second: Sandra Gloyd

Vote: 6-0

5. Director's Report

a. Viki Butz informed the Board that a thank-you to the Tarter Trust would be sent thanking them for their recent grant.

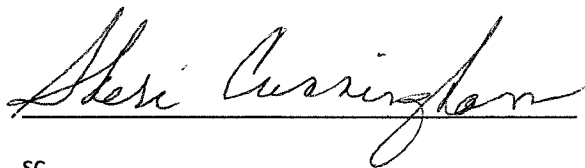
b. Circulation figures were handed out and discussed.

6. Adjournment

Motion: Shirley Bocoock

Second: Gene Pitts

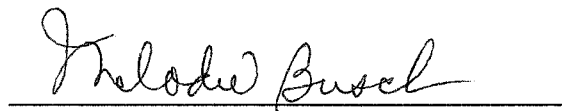
Vote: 6-0

  
\_\_\_\_\_

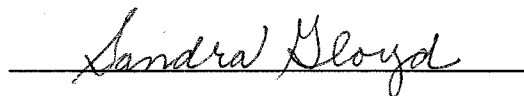
sc

  
\_\_\_\_\_

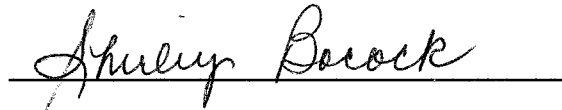
gp

  
\_\_\_\_\_

mb

  
\_\_\_\_\_

sg

  
\_\_\_\_\_

sb

\_\_\_\_\_

lb