

Red Oak Public Library Board of Trustees Meeting
Monday, March 11, 2019
6:00 p.m.
Red Oak Public Library

Members Present:

John Blomstedt, Treasurer

Robin Connolly, President

Edward Kelly

Leo Martinez, Vice President

Kimberly Peterson

Tracy Vannausdle

Kathi Most, Library Director

Members Absent

Rachel Kuipers

Karen Dean (by phone for February 11, 2019 minutes)

Sandy Krcilek, Secretary

Guests Present: None

President R. Connolly called the meeting to order at 6:03 p.m.

Agenda

J. Blomstedt made the motion and T. Vannausdle seconded to approve the agenda. The motion carried. (All Ayes)

Minutes

T. Vannausdle made the motion and L. Martinez seconded to approve the February 11, 2019 minutes. The motion carried. (All Ayes)

J. Blomstedt made the motion and T. Vannausdle seconded to approve the February 15, 2019 special minutes. The motion carried.

(All Ayes)

J. Blomstedt made the motion and R. Connolly seconded to approve the February 25, 2019 special minutes. The motion carried. (All Ayes)

Claims

J. Blomstedt made the motion and K. Peterson seconded to approve the March 2019 claims, in the amount of \$4,914.04. The motion carried. (All Ayes) The Board requests clarification of the new charge for envelopes and checks.

Treasurer's Reports

J. Blomstedt explained the two reports and advised the Board he is still asking for additional bank information access. Director Most noted the State Auditor's office called on March 7 to ask about two receipts. They also asked about present conditions. Director Most explained that the Treasurer had access to information on some of the funds, but he does not have access to all of them. She also advised them that because the City is named on accounts, some of the information usually provided during annual audits will not be available from the library. L. Martinez made the motion and E. Kelly seconded to approve the January 2019 Treasurer's report. The motion carried. (All Ayes)

K. Peterson made the motion and R. Connolly seconded to approve the February 2019 Treasurer's report. The motion carried. (All Ayes)

Ceiling cracks /roof /FRK /fees /leaks / termite treatment/gas lines/sewer manhole/repair schedule/Cabinet Door Cracks/ Sewer Back-up/Sewer Gas/Sewer Repair/Sump pumps and alarms

The contracts for the roof and gas line replacement have been approved by the City Council. Rogers Plumbing and Heating is scheduled to install the sump pumps. Director Most is to inquire about the intended date for the installation of new sewer. The library has filed the report that was requested by the completed operations insurance for the refrigerant line contractor. L. Martinez made the motion and E. Kelly seconded that if additional help is needed to finish the completed operations claim that the City look into assistance from ICAP. The motion carried. (All Ayes)

Gift designation sheet

Director Most will work on two sample gift sheets for the next meeting. K Peterson offered to assist with the project.

Foundation member replacements

L. Martinez made the motion and T. Vannausdle seconded to approve Rachel Kuipers and Kimberly Peterson to serve as Library Foundation members. The motion carried. (All Ayes)

Spring Trustee workshop

The area trustee workshop will be held May 16th at 6:00 p.m. here at the library.

Approve/Disapprove Bridges letter of agreement

J. Blomstedt made the motion and L. Martinez seconded to approve the Bridges letter of agreement. The motion carried. (All Ayes)

Long range written plan

Last year's plan was distributed. Members will be looking at previous goals and considering if new goals need to be added to the plan.

Additional items as may come before the Board.

The library will be paying for an annual subscription for the Red Oak Express, due to a corporate policy change. The sprinkler system received an annual inspection, but must also have an additional five year inspection in the near future to meet requirements. Counsel will now be partnering with a new company that may impact our payment process.

Adjournment

J. Blomstedt made the motion and K. Peterson seconded to adjourn the meeting at 7:23 p.m. The motion carried. (All Ayes)

The next regular meeting is scheduled for Monday, April 8, 2019 at 6:00 p.m.

Respectfully submitted,

Kathi Most, Director