

# **Red Oak Public Library Board of Trustees Meeting Monday, May 13, 2019, 6:00 p.m., Red Oak Public Library**

## **Members Present:**

John Blomstedt, Treasurer  
Robin Connolly, President  
Karen Dean  
Edward Kelly  
Sandy Krcilek, Secretary

Kimberly Peterson

Kathi Most, Library Director

## **Members Absent**

Rachel Kuipers  
Leo Martinez, Vice President

Tracy Vannausdle

## **Guests Present: None**

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President R. Connolly called the meeting to order at 6:04 p.m.

## **Agenda**

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

## **Minutes**

J. Blomstedt made the motion and R. Connolly seconded to approve the April 8, 2019 minutes. The motion carried. (All Ayes)

J. Blomstedt made the motion and E. Kelley seconded to approve the April 17, 2019 special meeting minutes. The motion carried. (All Ayes)

## **Claims**

Director Most is unable to code the invoice for the Montgomery County Grant for the thin client stations until the Library receives the appropriate code from the City.

The Library has not received the Memorial and Sinking fund printouts from the City for the past two months.

S. Krcilek made the motion and K. Dean seconded to approve the May 2019 claims, in the amount of \$58,949.14. The motion carried. (All Ayes)

Agenda order changed, at the discretion of the chair.

## **End of Year Budget**

The Board requested Director Most to contact the County Auditor about billing for computer tech fees.

## **Treasurer's Report**

Treasurer Blomstedt has asked for additional information regarding CD#80280 at HSB and CD# 378 at USBank. Both CD's renewed in December 2018 but are not listed on the report we receive from City Hall.

K. Dean made the motion and S. Krcilek seconded to approve the April 2019 Treasurer's Report. The motion carried. (All Ayes)

## **Ceiling cracks /FRK /fees /leaks/termite treatment/sewer manhole/repair schedule/Cabinet Door Cracks/Mold/Painting/Sewer Back-up/Sewer Gas/Sewer Repair/Committee Report**

The Library was told in 2012 all communication with ICAP must be handled by the City. The City was notified in 2016 of our problems, but at that time we did not know the underlying cause and the City chose to not file a claim.

City Administrator Wright recently gave permission for the Library to request a claim through ICAP during the May review. An ICAP representative will visit the Library on 5/16 to inspect and discuss possible insurance claim(s).

## **Update on Repaired/Deleted**

Completed: CSST, roof, tuck pointing, sump pumps, alarms, main water line leak fixed

In Progress: A/C lines

Coming Soon: Radon. Sewer repair should start the first week of June, weather permitting.

## **Closing for Sewer Repairs**

J. Blomstedt made the motion and E. Kelly seconded to close the Library, as needed, for sewer repairs and to limit access to the East entrance during the repairs. The motion carried. (All Ayes)

## **Closing for Software Upgrade**

Tabled until June meeting.

## **County Contract 2019-2020 & Recommendation to City Council**

J. Blomstedt made the motion and K. Peterson seconded to accept the County Contract in the amount of \$17.820 and recommend said contract to the City Council. The motion carried. (All Ayes)

## **Audit Report**

Discussion was held about possible solutions to comply with the Auditor's requests.

## **Radon Update**

An inspection revealed water in the pit was too high. Rogers Plumbing lowered the sump pumps. The radon system will be installed in June. Additional testing will take place to insure the radon is within acceptable levels.

## **Trustee Workshop**

Trustees from the surrounding communities will attend a workshop on Thursday, May 16<sup>th</sup> at 6 p.m. at the ROPL. It's a wonderful opportunity to network with other libraries, collaborate and share new ideas.

## **Gift Designation Sheet**

Discussion was held and minor modifications will be made to the gifting forms.

## **Long Range Written Plan**

J. Blomstedt made the motion and R. Connolly seconded to approve the Long Range Plan as amended. The motion carried. (All Ayes)

## **Endowment Grant Changes**

The thin client stations originally identified in the Montgomery County Community Foundation Advisory Board Grant are no longer available. Ryan was able to purchase 11 stations, with no monitors, for \$2,604.91. The Grant was in the amount of \$2,333.74, the difference of \$271.17 will be funded with Memorial money.

## **Additional items as may come before the Board.**

Discussion was held regarding ICAP and time sheets.

## **Adjournment**

J. Blomstedt made the motion and E. Kelly seconded to adjourn the meeting at 8:21 p.m. The motion carried. (All Ayes)

The next regular meeting is scheduled for Monday, June 10, 2019 at 6:00 p.m.

Respectfully submitted,

Sandy Krcilek, Secretary