

MINUTES OF THE LEBANON PUBLIC LIBRARY BOARD
OCTOBER 27, 2009

Vice President Linda Jones called the meeting to order. Members present were Linda Jones, Emmadell Sturgis, Jane Myers, Karen Richards, and Marsha Truitt. Sharron Wood and David Koehler were on vacation. Dan Sulkoske of Kramer Inc. was also present.

The mission statement was read in unison. Dan Sulkoske gave an update on HVAC issues, the fire pump leak, roof leak, and building repair. Dan suggested having the maintenance (\$5,900 per year) billed quarterly. We are tweaking at this point; there is no need to re-commission.

The Secretary's Report was shared. Jane Myers made the motion and Karen Richards gave the second to approve the minutes.

We looked at the Treasurer's Report. Jane Myers made the motion and Emmadell Sturgis gave the second to pay claims (11142-11327).

Under Action Items, the Official Bond was increased to \$15,000 (an increase of \$5,000). Jane Myers made the motion and Marsha Truitt gave the second to increase the Official Bond.

Health Insurance for the Library Staff increased 17.2%. The staff pays 37% and the Library pays 63%. Marsha Truitt made the motion and Emmadell Sturgis gave the second to approve the Health Insurance.

Jamey Hickson spoke to the Board about the Heritage Room. Jamey has been appointed County Genealogist. She showed the Abraham Lincoln Funeral Train Brochure that talks about the Boone/Montgomery County connection to the funeral train. She shared information about the Heroes Tree project. She is getting good coverage from the Lebanon Reporter and Radio Mom. Jamey may be updating Janie Cassel's pictorial history of Lebanon.

Kay presented the Technology Plan. It will be in effect from 7/01/2010 to 6/30/2013. Marsha Truitt made the motion and Jane Myers gave the second to approve the plan as amended.

Kay also talked about the LSTA Universal Service Grant. The Lebanon Public Library Computer and Internet Acceptable Use Policy was shared and discussed. Marsha Truitt made the motion and Linda Jones gave the second to approve the policy. Kevin Celebi is the new Computer Lab Administrator. Kay said other libraries have called wanting more in-service offered at the Lebanon Public Library. There have been articles in IBJ and the Indianapolis Star about the merging of the Indiana State Museum, 12 historic sites, and the State Library, under one new agency.

Kay is going to be having cataract surgery next week and again the week after that. She believes this problem was caused by a medication that she took earlier in the year. We wish her a speedy recovery.

Marsha Truitt made the motion to adjourn and Jane Myers gave the second.

The next Board meeting will be November 24, 2009, at 4:15 p.m.

Marsha Truitt, Secretary

Sharon Wood, President

**THE LEBANON PUBLIC LIBRARY
PROJECT STATUS REPORT**

September 22, 2009

➤ **HVAC ISSUES**

AHU Main Level: The AHU replacement fan has been delivered and installed.
Kurt Stevens has reported that the main level comfort issues have improved to acceptable levels

3rd Floor: The failed actuator for the 3rd floor VAV box has been repaired.

General: The AHU equipment manufacturer representative (McQuay – Indiana Thermal Solutions) has been scheduled (9/23/09 @ 8:30) to complete an equipment diagnostic evaluation.

KB Solutions – Mr. Kurt Stevens (systems operation monitoring and maintenance) is coordinating software updates with Mr. David Cluff (freelance contractor familiar with the system program - \$60 / hour vs. \$120 / hour - if by United Bldg Tech)

Efforts are also being coordinated through Mr. Jim Brown (Leb Library Tech) to accommodate remote access / monitoring (cost savings).

It has been determined that the library take no action at this time related to the issue of "dirty power". No events have been reported that may be associated with this issue. It is recommended that the library continue to monitor the situation.

It is recommended that Lebanon Library consider alternative system operation maintenance companies. Kramer forwarded (3) firms for consideration

Recommendation of full re-commissioning is pending the completion of the above items

➤ **BUILDING REPAIR (ALLEY)**

Damage to building in the alley has been repaired.