

AGENDA
July 1, 2013
7:00 P.M.

SPECIAL BOARD MEETING

1. Call to order

2. Renovation update & timelines
 - A. Approval of 2 closed days for week of July 8, 2013 for the purpose of removing old furniture, installing new furniture, installation and configuring of patron computer clusters, shelving, rerouting of power, data and phone lines as needed and installation of new server.

3. Change orders (action if necessary)

4. Bills to be paid (action if necessary)

5. Behind the scenes tour

6. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
JULY 1, 2013

- I. Call to order: Meeting called to order by President Tuttle at 7:00 p.m. Those in attendance: President Tuttle, board members: Amati, Monks, Van Zyl & Warren. Absent: Boehner, Sizemore. Also in attendance: Administrator Schulten & Admin. Asst. Bonfiglio.

- II. Renovation update & timelines:
 - A. Approval of 2 closed days for week of July 8, 2013 for the purpose of removing old furniture, installing new furniture, installation and configuring of patron computer clusters, shelving, rerouting of power, data and phone lines as needed and installation of new server: A large delivery of furniture came and after examining the meeting room tables it was discovered that the tables had no casters which are necessary for them. Administrator Schulten and Eric Chase have been in communication with the supplying company RJE about the best solution. The DIRTT walls were also delivered and installation is under way. Since the first storage container is almost full and all the old furniture will need to be stored until it can be de-commissioned and sold, Ms. Schulten has made arrangements for a second container to be delivered. Trustee Warren asked about the cost of each container. Ms. Schulten stated that the cost is \$125 per container per month. She also said that once the computer clusters have a delivery date she can arrange for the electrician, IT company & movers to work on setting up the computers, removing old furniture and installing new furniture & shelving to their final location. The easiest way to accomplish all that is to close for at least 2 days. Motion to close 2 days during the time frame of July 8, 2013 through July 22, 2013 by Warren, second by Amati. Motion passed. Ayes: Amati, Monks, Van Zyl & Warren. Nays: None.

- III. Change orders (action if necessary): There were no change orders to approve.

- IV. Bills to be paid (action if necessary): There were no bills to be paid.

- V. Behind the scenes tour: The board viewed the new service points and progress on the DIRTT wall. They also tried out the new soft seating and determined that the meeting room tables will be too tall if casters are added to the existing legs. They saw the new flooring in the children's program space and the new seating & tables for the large meeting room. They discussed the drapes and whether to replace or fix them. The board asked to be updated on the closing times & the caster situation.

- VI. Adjournment: Motion to adjourn at 7:40 p.m. by Amati, second by Monks. Motion passed. Ayes: Amati, Monks, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Sharon Bonfiglio, Admin. Asst.