

LIBRARIAN REPORT

October 10, 2017

Building

Mold and Mildew: I emailed a couple weeks ago about the discovery of mold in the large and small meeting rooms. I contacted the insurance company and they have sent out the adjuster who sent us an inspector to first see if the moisture problem has been taken care of. I am still waiting to hear back from the adjuster on how to proceed. When the inspectors were here, they seemed to think that the mold was caused from the many leaks that have happened over the years and that the wallpaper did not allow the drywall to dry properly and it has probably been growing for quite some time. They were actually surprised to find out that there were two layers of wallpaper with a layer of paint in-between and that having so many layers of barrier for the moisture was the biggest issue. They both seemed to think that the leak issue has been resolved after Tremco restored the roof. Nate and I have not noticed any leaks in the meeting rooms this week. While waiting on the insurance adjuster, I had Nate contact multiple companies to give us quotes on fixing the damage. We made sure that we requested 3 quotes from companies that deal specifically with mold. Some of the general contractors suggested not even removing the drywall, which Nate, the Mold specialists and myself do not think is wise. I hope to hear back from Brady, our adjuster, before Tuesday so we can continue to move forward. If I do, I will update this report. Almost every company that has come to give us a quote, has told us to never wallpaper on an exterior wall, so our plan is to paint the walls when the reconstruction of the walls is complete.

Update:

I have not heard back from the Insurance adjuster, but we do have three quotes. I think to keep things moving, we need to approve one of these quotes tonight and schedule the work to be done while waiting to have back from our insurance. It will need to be done whether insurance covers the cost or not. We were able to take the cost of the roof out of Operating instead of LIRF, so I propose we plan to take this cost out of LIRF unless insurance covers enough of the cost, so we can take the difference out of Operating. These 3 companies were suggested to us by the insurance company because they deal specifically with mold removal. We had a few quotes from local contractors, but I think because of the nature of the issue, we should be looking at professional companies that deal with mold.

Quote 1: Protechs, Inc.

Protechs would only give us a quote for the removal and clean-up. They told us the quote for the reconstruction would come after the mold has been removed. Their reasoning behind this is because they don't know how much drywall might need to come off. I asked if they could at least give us a worst case scenario and they refused. I'm not very comfortable with this mentality because we would be agreeing to work without knowing the full quote. So their quote for the

mold removal and clean-up(including air scrubbers and carpet cleaning) is: \$2,634.69.

Quote 2: Paul Davis

Quoted for the removal of all the drywall, which would be worst-case scenario. While they do perform air scrubbing, they do not clean the carpet after the removal of the mold, so we would have to schedule an additional company to come in and clean the carpet. Their quote is for both rooms for the removal, clean-up (minus carpet cleaning) and reconstruction of the walls with painting to finish for \$8,111.84.

Quote 3: Service Master

Service Master does a lot of their pre-testing before quoting to try and give the most accurate analysis. Nate did say that they seemed the most efficient and thorough during the process of examining the room. They do perform carpet cleaning after the removal as well as air scrubbing. They also suggested doing an air quality test in-between the removal of the mold and the reconstruction of the wall. This process is optional, but something we should probably consider. Their total estimate for the removal, clean-up and reconstruction of the wall is worst-case scenario \$7,500.00. He did say it is possible that it could be less (around \$5,500) if the wall is in better shape than expected. The air quality test would be around \$1,200-2,400 depending on whether their subcontractor would consider the two meeting rooms as 1 or 2 rooms with the partition wall open.

Roof: The foyer is still leaking directly below the drain, which is in the middle of the roof. Tremco came out and inspected the roof during Street Fair and they found one small puncture, which was fixed, but that seems to not be the problem. Nate has scheduled for Tremco to perform a water test on the drain and the walls to help pinpoint the true issue. Nate and I suspect it may be a break-down in the drain pipe. If this is the case, that section of the ceiling will most likely need to be removed. I will update you as we learn more.

Employment and Benefits Policies

Our scheduled policy to review is the employment and benefits policies. These policies have been attached to the agenda.

Health Insurance

We have received our renewal from our present carrier United HealthCare and our health insurance renewal is December 1st instead of January 1st, like Stephanie thought. This means we will be approving health insurance plans in November instead of December. Our current plan appears to be a 17.5% increase, so we will most likely be going with a different option. I will be meeting with Consolidated Union, our present broker, soon to discuss all of our options. We currently pay for the plan by the age of each enrollee instead of an average of ages. Stephanie felt this gave us a better deal in the past. I have requested Consolidated Union to quote each plan

option both ways to see if individual age or average age is best. Also, this plan will be submitted as 13 months to get us back to a January 1 renewal date. We have again budgeted for a \$600/mo/employee health insurance contribution for our 13 full-time staff. I will have all the options and figures for the November board meeting.

Long Range Plan Update

We are starting to finalize the 2018-2022 Long Range Plan. We have narrowed the goals and objectives and completed the action plan chart with possible activities. This year the State has decided the technology plan will be included in the Long Range Plan and both plans will be supported with projected budgets. They are also requiring, starting 2017, these new topics to be included: an assessment of facilities, services, technology and operations, a professional development strategy and an assessment of financial resources and sustainability. Brian is finalizing the technology part of the plan and I am writing the process description, assessments, financial resources and sustainability portions of the plan. Once these parts are completed, I will send the plan to you for review. We hope to have it finalized to approve in November.

2018 Budgets – agenda item

At this meeting the board will adopt the 2018 budgets and the estimated tax rates. Now that everything is submitted online, you will only need to sign a *Resolution 17-05 for Appropriations and Tax Rates* (Form 4) that indicates the total of the library budgets, the total estimated tax levy, and the estimated tax rate. To adopt the budgets we will use Form 4-A. It is a summary listing of all 4 of the library's budgets. Both forms are linked to your agenda.

Updates

Ossian Flagpole

Ossian Branch library will be replacing their flagpole. They were donated money to do this, so it will not come out of the budget, but I wanted to give you a heads-up. Their current flagpole is a telescoping pole, so you have to crack the entire pole down to change the flag, which is difficult in winter and putting the flag at half-staff is difficult.

Amazon “Buy it now” and Smile

We contacted Sirsi about the process of our “Buy it Now” button for Amazon. I was informed today that the “Buy it Now” button was a deal between Sirsi and Amazon and the proceeds were given to Sirsi for us to use on Sirsi products. This program has been cancelled, so we will be removing the “Buy it Now” button from our page and eventually our catalog. We are going to start marketing the Amazon Smile page for the Friends of the Library. Brian is not sure the best way to do this, since the link goes just to Amazon Smile and then the user needs to select their charity. So, we might need to add the information/instructions on the Friends page and then advertise the ability on our scrolling marquee on the webpage.