LIBRARY BOARD MEETING -- Friday, February 5, 2016

Present were board members Vi Lovejoy, Pat Piper, Stu Watkins, Craig Friar and Evelyn Allen. Also present was librarian Susana Fernandez.

Minutes of December and January meetings were read and approved.

2014-15 Audit: A draft of the audit documents for FY 2014-15 was reviewed. There were a number of questions about statements made in the documents. Susana will contact Laura Fisher of Hough, MacAdam, Wartnik, Fisher & Gorman, LLC to see if she can answer the board's questions.

Carpet and Tile Replacement Project: Susana and Ron of Modern Floors have agreed on dates for closing the library. The library will be closed for two weeks beginning Monday, March 7th. It will reopen Monday, March 21st. Work will begin with the replacement of the tile in the lobby and the carpet in the main library. The carpet in the large meeting room will be replaced last. This will allow the library to reopen even if the contractors have not finished laying the carpet tiles.

Exterior Repairs Project: Rich Turi is working on the specifications for the Exterior Repairs Project. The project will include replacement of approximately 20 windows and the skylight by the entrance; replacement of the emergency exit door; replacement of all the siding on the Railroad Street side of the building; replacement of wood trim where needed; re-painting the entire building. The project will go out to bid in mid-February and the bid opening is scheduled for 2:00 on Thursday, March 17th.

Personnel: Susana informed the board that Linda Mulvany, Library Assistant in charge of Children's Services, needs to take some time off. Permission was granted to allow Linda a six month leave of absence. Susana will need to make arrangements to cover Linda's duties while she is gone.

E-rate Program: Susana explained the E-rate program which helps schools and libraries obtain affordable telephone and Internet service. Eligible schools and libraries can apply for funding under two categories: category one services include telecommunications services and Internet access, and category two services include internal connections and internal broadband services.

Discounts for support depend on the level of poverty in the community and whether the school or library is located in an urban or rural area. The discounts range from 20- 90% of the costs of eligible services. Our library may be eligible for 80% coverage.

The E-rate program is administered by the Universal Service Administrative Company under the direction of the FCC. USAC is responsible for processing the applications, confirming eligibility, and reimbursing service providers and schools and libraries for the discounted services.

Susana explained that while we have not applied in the past it might be worth it this year as we consider installing fiber optics for our Internet connection. The application process can be complicated and there are consultants available who can be hired to help. She has been in contact with Paul Karlin of EdTech Logistics regarding assistance with the application process and presented his proposal (see attached). The motion was made and seconded that the library contract with Paul Karlin for E-rate consulting services. Motion passed.

Next meeting: Friday, March 4, 2016

EdTech Logistics LLC
13023 NE Highway 99
Suite 7-311
Vancouver, WA 98686

PROPOSAL - CONTRACT
E-rate Consulting

February 4, 2016

Susana Fernandez
Director
Chetco Community Public Library
405 Alder Street
Brookings, OR 97415

Dear Susana,

Thank you for your interest in E-rate consulting services for the Chetco Community Public Library. Here is a summary of work I will provide.

1. **Act as E-rate Contact for Funding Year 2016 (July 1, 2016 – June 30, 2017)**

- Complete and submit all E-rate paperwork as needed (Form 470, 471, 486, 500, BEAR, etc.).
- Complete all preparatory work/ strategic planning for the forms (identify all eligible services to request discount; review current contracts; assist with preparation of RFP's if needed).
- Participate in bid review/vendor selection (assist in preparation and completion of vendor selection matrix).
- Draft contracts with E-rate specific language re: funding contingencies for use in attaining Category 1 and 2 services.
- Review and assist in preparation of free and reduced lunch eligibility documentation as needed for the Library.
- Provide responses to SLD for funding request questions (PIA, Service Certification).
- Work to attain reimbursements or direct discounts so that Library receives approved funding.
- Provide up to eight hours of post-funding audit support if a paper audit or on-site audit is conducted. Beyond eight hours, Library will be billed at the rate of $75 per hour.
- Record Keeping – Digital off-site (10 year requirement).

The term of this agreement is 12 months, with the start date of February 5, 2016 and the end date of February 4, 2017. While payments will end after twelve months, I will provide all work needed to close out the funding year until all approved and utilized funds are disbursed, regardless of when this may occur.

The total fee for this work is $1,000, with the first payment of $250 payable on or before February 18, 2016 and the balance of three quarterly payments of $250 payable within 30 days of invoice date. Travel expenses, if needed and approved by Chetco Community Public Library, will be billed as actually incurred, and will include only reasonable travel expenses approved by the Library.

Please do not hesitate to call me at any time. If I am not available, I will get back to you promptly.

Thanks again for your interest.

Sincerely,

Paul

Paul Karlin

ACCEPTANCE - *E-rate Consulting*

This proposal is accepted and forms an agreement between Chetco Community Public Library and EdTech Logistics LLC.

For EdTech Logistics LLC:	For Chetco Community Public Library:
Paul Karlin Owner	Name Title
Date:_____	Date:_____