



**DOVER
SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 305, 61 Locust St.
Meeting Date: **Monday, April 11, 2011**
Meeting Time: **5:30 p.m.**

Members Present: Parks Christenbury, Aviva Grasso, Audra Lurvey, Kirt Schuman, Dean Trefethen, Sarah Fuller

Members absent: None

Others Attending: Media Access Coordinator Mike Gillis, Libby Simmons (SAU)

Meeting commenced at 5:30 p.m.

1. Call to Order

Christenbury called the meeting to order at 5:30 p.m.

2. Approval of meeting minutes for March 14, 2011

Motion made by Fuller, seconded by Lurvey, to approve the minutes. Unanimous.

3. Update on remaining installation and technical equipment

Gillis said there had been a few technical issues with sound, including radio interference, and a wireless malfunction. He said both issues had been addressed or would be, at no cost, by the vendor.

He went on to say that after one presentation to date, it seemed the two speakers in the back are not sufficient to cover the middle of the room, without avoiding an echo. He said he was looking to purchase two additional speakers for the main meeting room, for even distribution, with an attenuator to avoid feedback. He said in most cases the system is sufficient, but in some cases, the additional speakers would be necessary. He said the cost of purchasing the additional speakers, attenuator and installation, would be \$897.

Lurvey asked if the current installation wasn't quoted to be sufficient.

Gillis said yes, but what is now being requested to address the room's set-up means a somewhat atypical set-up by adding the two speakers. He said it makes more sense now to compensate for those situations.

Lurvey moved to authorize the purchase, seconded by Schuman. Unanimous.



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Gillis went on to explain a second request by the SAU for a second, smaller podium, to accommodate some meetings and viewing by the School Board and audience.

He said he sought quotes for a smaller podium, as well as two rolling carts, which he said were needed to move equipment around. He said the basic podium cost is \$248, or \$408 to add a lockable door. Christenbury asked why the door is needed. Gillis said it's mostly aesthetic, to hide cables and also store equipment, such as remotes, that would need to be secured.

Grasso and Schuman said they were not convinced of the need for a second podium, since the existing podium was in place and already approved, and functional.

Gillis said the SAU's concern was primarily obstruction of view for some board members. Fuller said it did seem that it would be difficult to see from some locations.

There was some discussion about whether it would make sense to dismantle a portion of the podium for some meetings.

Christenbury said he was going to defer to the superintendent. He said money was in the account, and if the SAU was requesting it, it should be included. He also said it would make sense to have a second podium for the two rooms.

Gillis said there would be a need to use podiums for each room, which could be swapped.

Lurvey said whatever is decided, she didn't think it made sense for Gillis to be moving the podiums from room to room.

Christenbury said both rooms would like see a lot of use and there is a lot of excitement about the rooms.

Gillis said Room 305 has already been booked steadily, primarily by the SAU, for a variety of sessions. He said there has been discussion about setting up the room in a classroom style, as well, and using a podium. He said School Board Chambers has also been booked.

Fuller said she was fine with the request, but was concerned about logistics.

Trefethen said it appeared the larger podium could be cut down.



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Christenbury reiterated if the SAU felt the request is necessary, and with the clear need in the future, it makes sense.

Schuman said he is still concerned about the podium because he didn't think it makes sense to already change the aesthetics of the room with a smaller podium.

Christenbury suggested purchasing the smaller podium and adjusting accordingly. He said he believes there will be a need for the second podium.

Schuman said he was opposed to adding a second podium.

Fuller said she believes there should be a second podium, and said she didn't like the idea of taking the top off the existing podium.

Christenbury asked to split the request for the carts from the podium.

Fuller moved to purchase the two carts for \$320, seconded by Lurvey. Unanimous.

Fuller moved to purchase the podium for \$408, seconded by Lurvey. Fuller, Christenbury, Trefethen and Lurvey voted in favor. Schuman voted against. Grasso abstained. Vote carries 4-1.

Gillis, after consulting with the SAU and IT, requested purchasing a wireless access point that would extend Dovertnet public wireless to the Media Access Center, for \$740.

Grasso moved to purchase the WAP, seconded by Fuller. Unanimous.

4. Review and approval of digital seal/display quotes

Gillis said he consulted with some other users, and he said he felt the most practical approach was to purchase a 32-inch LED screen and mount, which he would install. He said there were many more expensive options, but he felt this would meet the need, at a lower cost, and would still allow for uses other than the seal. He said the least expensive quote for the set-up was \$509.95 for the screen and \$30 for the mount.

Schuman moved to accept the request and approve the purchase. Seconded by Fuller. Unanimous.



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5. Review and approval of Smart board quotes

Gillis said no bids had been received. It seemed that a request for two did not attract any vendors. He said, after discussions with other departments, the most practical approach was to solicit quotes. He said it made sense to seek quotes for the purchase. The installation would occur in-house.

Christenbury asked what the cost would be. Gillis said between \$5,000 and \$6,000.

Gillis said he would ideally send along quotes to the JBC before the next meeting.

6. Other Business

a. Financial update

Gillis said the project remains under budget. The remaining budget is \$42,317.

b. Discussion of final meeting of JBC

Gillis said the JBC was a few meetings away from the final meeting. Among the final tasks would be a report to the City Council and an open house.

Christenbury said he would like to wrap it up and hope to make the final purchases at the next meeting, followed by the final meeting.

c. Plaque update

Gillis said the SAU had decided to hold a contest to design a logo, which would be due May 20.

There was some discussion to confirm the layout by Schuman.

d. Other matters of interest

Gillis said he was still purchasing basic furnishings.

He said the rooms still need to be labeled with signs. There was some discussion about the options for signs. Gillis said he would meet with the city's sign vendor and get a list of options.



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7. Set Next Meeting

The next meeting was set for Monday, May 2, at 5:30 p.m.

8. Adjourn

Motion made by Grasso to adjourn. Seconded by Schuman. Unanimous. Meeting adjourned at 6:13 p.m.