

Minutes of the regular meeting of the Ransom District Library Board – April 19, 2005

CALL TO ORDER: Meeting was called to order by President Asselmeier at 7:00 p.m.

ATTENDANCE: Davis, Prentice, Gelbaugh, Bradley, Haan, Keeney, Asselmeier

Director: Katie Bell Moore

Children's Librarian: Erin Marsh

Public: 6

Reporters: 1

SPECIAL AGENDA ITEMS: President Asselmeier introduced to the board and public the new Children's Librarian Erin Marsh. Erin was introduced to all the board members. Asselmeier offered the board's support and welcomed Erin to the community.

MINUTES: January 19, 2005- Regular Board Meeting – *Motion Bradley/Davis to approve as written. Voice vote: Carried.*

February 10, 2005 – Special Meeting – *Motion Davis/Bradley to approve as written. Voice vote: Carried.*

February 22, 2005 – Regular meeting -*Motion to approve with two corrections, typing error Th to The and to omit under Personnel Committee the month of April for the schedule of a welcome for Katie Bell Moore, the date is schedule for May. Voice vote: Carried.*

FINANCIAL REPORT: Director reported that the Friends have donated \$1300.00 to be used for two projects; sign repair and the purchase of new DVD's
Gelbaugh reported that there are no transfers prepared for this meeting or necessary at this meeting, income numbers are on track and spending is within budget.

PRESIDENT'S REPORT: Asselmeier commented on the improvements from a year ago. The inside of the Library is bright clean and now it is time to pay attention to the outside. He recommends projects to power wash and paint exterior trim.

DIRECTOR'S REPORT: In honor of National Library Week, Katie Bell Moore distributed a pin that says "We love our library" to all board members.

In review of the Director's written report:

- **FINANCES:** Delay the purchase of new staff computers until the new fiscal year. She has received quotes and Tony Clark was the lowest. Other quotes were from Secant Technologies, CyberMind and Standard Operating Systems.
- **PERSONNEL:** New Children's Librarian Erin Marsh began on March 28th. Erin is off to a busy start preparing for the summer reading program. State theme this year: Dragons Dreams and Daring Deeds.
- Katie is beginning to review job descriptions for all staff.
- **PROGRAMS:** First meeting of the Ransom Reviewers Book Club. Seven were in attendance with very positive feedback. Karena Chapman is leading the group.
- On May 27th the Library staff and Friends are preparing for a program with Joseph Cabadas, author of River Rouge: Ford's Industrial Colossus. The Friends are planning refreshments of Michigan products.
- **BUILDING:** Recommendation of Landscape DesignWorks for lawn bid.
- Friends will be moving their on going book sale books to the small conference room. Shelving has been installed. The Friends are excited about this new "boutique" to use as a showcase for their books.

COMMITTEE REPORTS:

BUDGET:

- The committee met on Monday, April 18th for the prelim of the 2005-06 budget. Good progress was made. The budget committee will need a recommendation of the personnel committee in regards to salary and wages before a final budget can be proposed for adoption.

BUILDING AND GROUNDS:

- Chairman Davis reviewed the lawn bids received by three landscape companies. DeYoung, DeVisser and Landscape DesignWorks. The committee's recommendation was to accept the bid from Landscape DesignWorks. They have a history with the library landscape and have shown an interest in providing service to the library.

ENDOWMENT:

- Chairman Bradley reported that there is a CD available with 4% interest for 2 years. She is recommending that the available funds be deposited to take advantage of this interest rate.

PERSONNEL COMMITTEE:

- Chairman Davis shared with the board the plans for a tea to welcome both Katie Bell Moore and Erin Marsh. She has prepared invitations and has met with the Friends to plan refreshments. The tea will be on May 16th from 3:00 to 5:00 p.m.
- The committee will schedule a posted meeting to review salary and wage recommendation to the budget committee on Monday, April 25th at 7:00 p.m.

PUBLIC RELATIONS:

- President Asselmeier thanked Melissa Gelbaugh for accompanying him and Katie Bell Moore to the Plainwell City Council meeting to introduce Katie to the City Council. Plans are to visit the Cooper Twp. meeting on May 9th and Gun Plain Twp. in June.

PUBLIC PARTICIPATION: No comments

CONTINUED BUSINESS:

Miller Canfield invoice. Current invoice for March 23, 2005 is for a total of \$1528.96. President Asselmeier contacted Miller Canfield and was told the outstanding balance after this invoice is paid would be \$300.00. After discussion:

Motion to pay the Miller Canfield invoice dated March 23, 2005 in the amount of \$1528.96.

Prentice/Davis

Roll call vote: Davis, yes, Prentice yes, Gelbaugh yes, Bradley yes, Haan yes, Keeney yes, Asselmeier yes. Carried 7 yes 0 no.

Children's Library: Motion to hire Erin Marsh as the Children's Librarian at the rate of \$16.35 per hour at 40 hours per week plus benefits. Roll call vote: Davis yes, Gelbaugh yes, Bradley yes, Haan yes, Prentice yes, Keeney yes, Asselmeier yes. 7 yes 0 no.

Lawn Bids: After review and discussion of 3 bids submitted by the Building and Grounds Committee and the Director for landscaping. A motion was made by Davis/Gelbaugh to award the bid to Landscape DesignWorks per their bid dated April 5, 2005. Roll call vote: Davis yes, Gelbaugh yes, Prentice yes, Bradley yes, Keeney yes, Haan yes, Asselmeier yes. Carried 7 yes 0 no.

NEW BUSINESS:

Action on recommendation from Chairman of the Endowment Committee, Barb Bradley to place available funds presently in the Endowment Fund into a CD at a rate of 4% for a period of 2 years. After discussion a *motion was made by Keeney/Gelbaugh to authorize the Chairman of the Endowment Committee to place available funds into a CD at the rate of 4% for a period of 2 years.* Roll call vote: *Davis yes, Keeney yes, Gelbaugh yes, Prentice yes, Bradley yes, Haan yes, Asselmeier, yes. Carried 7 yes 0 no.*

In other new business President Asselmeier reminded the board of an outstanding bill that now has to be addressed by the board. President Asselmeier has made several attempts to avoid the library from being responsible for this invoice. The invoice was from attorneys Silverman, Smith, Bingen and Rice. Asselmeier explained that this contact was made by former board member Chuck Carten when he was served as a defendant in the lawsuit brought by David Michael. Chuck had contacted the insurance company (Frankenmuth) and the insurance company sent him to the law firm. As it turned out Frankenmuth was a secondary insurance company and the primary insurance company was Deerfield. After a length discussion of the circumstances of the situation.

A motion was made by Prentice/Haan to pay the invoice from Silverman, Smith, Bingen and Rice in the amount of \$988.80. Roll call vote: Davis no, Gelbaugh yes, Bradley no, Haan yes, Prentice yes, Asselmeier yes. 4 yes 3 no Carried.

NEXT MEETING DATE: May 17, 2005

ADJOURNMENT: Motion to adjourn Prentice/Haan 8:36 p.m.

Respectfully submitted,
Connie Haan, Secretary