

**Minutes of the Charles A. Ransom District Library Board – Regular Meeting
August 16, 2005**

Call to Order: Meeting was called to order by President Asselmeier at 7:00 p.m.

Attendance:

Members Present: Gelbaugh, Bush, Prentice, Haan, Bradley, Keeney, Davis, Asselmeier

Director Katie Bell Moore

Public: 3 residents

Brian Stefl – Landscape Designworks

2 Reporters

Special Agenda Items: No items

Minutes:

Minutes of the July 19, 2005 meeting were reviewed. *Motion to accept minutes with one correction under Director's Report change Library to Librarian. Voice vote motion carried.*

Financial Report:

Year end report of final transfers was presented. *Motion(Davis/Gelbaugh) to approve the recommended year end transfers as listed in report dated August 16, 2005.*

Roll call vote: Davis yes, Bush yes, Prentice yes, Bradley yes, Keeney yes, Gelbaugh yes, Haan yes, Asselmeier yes 8 yes 0 no motion carried.

Discussion: The expense for the lawn repairs of \$5544.00 which is being reimbursed by Milbocker will be included in the budget for the fiscal year 2004-05.

Reports:

President's Report:

- A meeting with a representative from Milbocker, and Landscape Designworks has resolved the concern with the Landscape Designworks invoice of \$5544.00. Milbocker has reimbursed the library for the expense to repair the lawn area that was used by Milbocker as a staging area for the bridge construction. Asselmeier reported that there was miscommunication between all of the parties. He was pleased with the outcome and a check will be issued to Landscape Designworks. He also thanked Landscape Designworks for their contribution in keeping cost down and with the donation of supplies to do the project.
- The Library has received an invoice from the State of Michigan for unemployment expenses. This invoice was less than previously expected and will be deducted from the budget for fiscal year 2004-05.
- Recommends that the invoice from Frankenmuth for insurance be paid at this time. After further investigation the invoice was less than the prior year.
- A proposal for staff computer upgrades is on the agenda and expressed his support of the project.

Director's Report:

- New bookkeeper Carol Borgais is on the job and was able to work with Fran for several days.
- Friends have donated money to pay for additional DVD's and audio books.
- Reported on meeting with Brian Stefl from Landscape Designworks and Tom Pratt from Milbocker. Milbocker would have appreciated contact informing them that the library was not happy with the repairs, however Milbocker has agreed to pay the amount of \$5544.00
- Summer Program ended with a fabulous Medieval Fair on August 4th. Over 330 children participated in the program this summer. Director complimented Erin Marsh for a successful program and her organization in spite of the short lead time to prepare.

- Friends book sale at Island City Days was a big success and good representation of the library. The Friends made approx. \$450.00 from the sale.
- The staff held a farewell luncheon for Fran Dunham and Darla Hoffman
- The staff is preparing to switch from Winnebago to Verso for circulation/catalog system. Gayle Pierce is assisting Katie in cleaning up the old system before it is transferred to the new system.
- Will be presenting an update computer bid for staff computers.
- New website is being constructed by Shirley Lund of Lund & Lund an Otsego based web site design company. Should be ready by September.
- The staff is trying out a new coffee supplier and will introduce this with the public, this system is used by other libraries in the area.
- The Library will participate in the Chamber of Commerce Spotlight on Business on Sept. 22nd.

Committee Reports

Budget – No Report

Building and Grounds:

Davis thanked Brian Stefl for meeting with Milbocker and for the service and contributions to the library.

Wayne Rizor is in the process of repairing the sun dial pedestal.

Davis mentioned concern of having coffee available to the public because of a current policy of no food or drink and is concerned with drinks around the computers.

Endowment:

Chr. Bradley asked that the committee meet sometime the first week of Sept. She will organize a meeting.

Personnel:

The committee has tallied the board members evaluations for the Director and recommends that the Board follow through with the commitment to increase the Director's salary after a 6 month review. The President has reviewed the evaluation with the Director.

Public Relations – No Report

Trustees Comments:

The consensus of the board was that the Director has done an excellent job over this short 6 month period and all appreciated her hard work and professionalism.

Keeney thanked the staff and Katie for the card of encouragement.

Public Participation:

Bill Geresy commented on the difference from when he was off to war in Iraq and how now the board is on to the business of the library. He complimented the Board.

Brian Stefl as President of the Chamber of Commerce commented on the positive representation of the Library at the Island City Days. And he was pleased that the Library will be participating in the Spotlight on Business.

Also his children enjoyed the reading program.

Continued Business:

- **Landscape Designworks Invoice:**

Motion was made (Keeney/Davis) to pay the invoice from Landscape Designworks in the amount of \$5544.00.

Roll call vote: Keeney yes, Bradley yes, Haan yes, Davis yes, Bush yes, Prentice yes, Gelbaugh yes, Asselmeier yes. Motion carried 8 yes 0 no.

Discussion: Davis felt that this should be paid as soon as possible. The Board was pleased that this issue is resolved and that Milbocker will take responsibility for the repairs. Milbocker had agreed to restore the property when they were granted use for a staging area for the bridge construction. It is important to note that this was an unbudgeted item and the Treasurer is required to bring these items to the attention of the board for approval.

- **Insurance Invoice from Frankenmuth:**

Further research found that the insurance expense was not an increase over last year and President Asselmeier recommends paying the invoice of \$4530.00. Bush recommended adding this policy to insurance review for update. This amount has been budgeted.

- **Report from Ad hoc committees:**

Insurance: Bush reported that she has met with Sandy from the City of Plainwell regarding the current employee health insurance. Presently she needs a letter from the city to continue investigating the types of policies available and will work with Erik Wilson to obtain this authority.

- **Employee Policy Committee:** This committee is making progress on review of the employee policies handbook and will meet again on Monday August 22nd at 6:30 p.m.

- **Ad hoc Structure Committee –** President Asselmeier shared a letter from Nehil Sivak dated August 8, 2005. Nehil Sivak surveyed the plumbness of the north wall and found that no additional resettlement has occurred in comparison with past surveys. Recommendation is that this area is re surveyed in two or three years.

New Business:

- **Computer Bids**

The Director presented a proposal for the budgeted staff computer update project. The Director's recommendation is to approve the proposal from Clark Technical Services for 7 computers plus software in the amount of \$10241.00.

Motion(Keeney/Davis) to purchase 7 computers as quoted from Clark Technical Services in the amount of \$10241.00.

Roll call vote: Keeney yes, Gelbaugh yes, Davis yes, Prentice yes, Bradley yes, Haan yes, Bush yes, Asselmeier yes - 8 yes 0 no motion carried.

Discussion: Bush asked to have a Business Service Agreement included in the acceptance of this quote and making it a regular procedure in the purchase order process. The Director will request a time line from Tony Clark on completion of this project. Comments from board members included support of this idea to ask vendors for this agreement in the future. Past experiences with Tony Clark have been very positive and the board appreciates the service the library has received from his company.

- **Director Review:**

Based on the positive evaluation of the Director, the Personnel Committee recommended in their report to honor the Board's promise to review the salary of the Director after six months. It was also the recommendation of the committee to give the Director the promised 2% increase.

Motion (Davis/Prentice) to approve a pay raise of 2% for Director Bell Moore beginning at the next pay period.

Roll call vote: Keeney yes, Gelbaugh yes, Prentice yes, Davis yes, Bradley yes Haan yes, Bush yes. Asselmeier yes. 8 yes 0 no motion carried.

Next Meeting - September 20th

Meeting was adjourned at 8:40 p.m. Motion to adjourn Prentice/Haan

Respectfully submitted,
Connie Haan, Secretary

