

**Minutes of the Charles A. Ransom District Library Board of Trustees
December 20, 2005**

Meeting was called to order by Vice President Davis at 7:05 p.m.

Members Present: Davis, Bradley, Keeney, Gelbaugh, Haan

Absent: Asselmeier, Prentice Bush

Director Katie Bell Moore

No Public

Minutes of the November 15, 2005 meeting were read and approved as written. Keeney/Gelbaugh, carried.

Financial Report: The final audit report is completed. Finances are in good order.

President's Report-no report

Director's Report:

Building/Grounds:

- The teen alcove area has been repainted and redecorated! The area now features comfortable lounging furniture, bubble lamps, special shelving for new teen materials, and more! Erin and Julie will continue working on making this space into a cool teen hangout haven.

Programs:

- We experienced a disappointing turnout for our teen focus group meeting. However, the few people who attended did give us some good ideas, and we got some great marketing ideas from the marketing specialist at the Allegan County News. We will continue to focus on ways to improve our teen services.
- The staff decorated a Library Christmas tree for the Chamber of Commerce event at Hicks Park. Our tree is decorated with recycled CD's, laminated book covers and laminated bookmarks. The tree is topped with a discarded book.
- The Director met with the new Director at the Richland library, along with several other Directors in the area, for an informal get-together.
- The Harry Potter party has been scheduled for Friday, January 20th, at the Community Center.

Computers/Technology:

- Staff is now actively promoting the availability of PIN numbers for checking library account information online. The PIN numbers are being very well-received by patrons and are generating a lot of interest in the new online catalog.

Committee Reports:

- **Budget** – No Report
- **Building Grounds** – No Report
- **Endowment** – No Report
- **Personnel** – Report at Continued Business
- **Ad hoc Policy Committee:** The board received a copy of the policies that have been completed as of December 10th for review. The staff has also been given a copy to review. The next meeting will be January 10 at 10:30 a.m. The committee hopes to have the booklet complete for a first reading at the January meeting.

Trustee Comments – No comments

Comment from the Public – No comments

Continued Business:

- Adoption of revised Personnel Policies had been tabled after the first reading to allow for attorney and board review. Gelbaugh shared additions/changes that were suggested by Haan after reviewing the policy handbook.

After further discussion the motion was made (Keeney/Haan) to adopt the revised Personnel Policy Handbook with the following additions.

- 1. Tuesday will be the official payday.**
- 2. Insurance beginning dates and ending dates will be stated as the policy requires or allows.**
- 3. Employees will have the opportunity to request an exit interview.**

Motion carried:

Bradley yes, Keeney yes, Gelbaugh yes, Davis yes Haan yes, 5 yes 0 no

New Business: Invoice from Miller Canfield will be tabled as requested by President Asselmeier.

Director request to purchase display shelving at an approx. cost of 1600.00.

Motion was made (Gelbaugh/Bradley) to purchase display shelving at a cost not to exceed \$2000.00.

**Roll call vote: Keeney yes, Bradley yes, Gelbaugh yes, Davis yes, Haan yes
Carried 5 yes 0 no**

Next meeting will be January 17, 2006

Meeting was adjourned at 8:55 p.m. Haan/Keeney

Respectfully submitted,

Connie Haan, Secretary