

Minutes of the Charles A. Ransom District Library Board – June 21, 2005

Meeting was called to order by President Asselmeier at 6:45 p.m.

Members Present: Asselmeier, Gelbaugh, Davis, Keeney, Haan and new member Leslie Bush

Absent: Prentice and Bradley

Director: Katie Bell Moore

Public: 5

Reporters 2

Special Agenda Item: Budget Hearing

Motion Haan/Davis to close the regular meeting to hold a budget review for the public.

Motion carried

Director Bell and Budget Committee Chairman Gelbaugh presented the second reading of the 2005-06 Budget for adoption.

Questions and comments: Davis asked if utilities were adequately funded. The committee felt the amount was consistent with past amounts

Bush inquired on the amount in WC/Insurance- this line item reflects more than WC insurance.

Keeney asked why the expense total the under the budget column for 2004-05 was different than the income total- this number was an error and should be the same.

Correction from 426,526 to 404,117.

No Public comments

Motion Davis/Keeney to close the budget meeting and re-open the regular meeting.

Motion carried.

Motion Haan/Gelbaugh to levy a millage rate of .9208 for the fiscal year 2005-06.

*Roll call vote: Gelbaugh yes, Davis yes, Bush yes, Keeney yes, Haan yes, Asselmeier yes
6 yes 0 no motion carried.*

Motion Haan/Keeney to approve an operating budget of \$416,202 at the rate of .832 mils plus other income and to fund a building restoration fund with the remainder of the .9208 mils of approximately \$34, 999.

*Roll call vote: Keeney yes, Gelbaugh yes, Davis yes, Bush yes, Haan yes, Asselmeier yes
6 yes 0 no motion carried.*

President Asselmeier introduced new member Leslie Bush who was appointed by the City of Plainwell to replace Bernadette Haas-Keeler. Leslie has recently moved to Plainwell from Washington D.C. and brings new energy and ideas to our board.

Welcome Leslie!!

Guest: Allegan County Commission Chairman Casey Jones.

Casey presented a copy of the Allegan Co. Annual report to be placed in the library. This report contains valuable information about the county and all of the different county departments. It is a good resource for our patrons who may have questions on county operations.

Minutes: May 17, 2005

Motion Keeney/Gelbaugh to approve as printed. Voice vote motion carried.

Financial Report:

See attached report for transfers. There are many transfers due to the start up of the new Peachtree accounting system. The transfers are all within the budget.

Motion Davis/Gelbaugh to approve the transfers as presented. Voice vote carried.

President's Report:

Alan reported he and Katie attended two community meetings. The Plainwell Chamber of Commerce meeting and the Gun Plain Twp. Board meeting. Both meetings went well with nice comments about the present events happening at the library. He emphasized the need for good communication and to continue the positive direction we are now headed.

Director's Report: See Attached

Katie reported that our long time friend and bookkeeper would be retiring and moving to be closer to her daughter. We will miss Fran Dunham a great deal.

Katie has advertised the job and has approximately 20 applications. Also she and Teresa Stannard have been investigating hiring a person who would work for both the Plainwell and the Parchment libraries as Fran has done for many years. This is a possibility. One prospect will be interviewed.

Darla Holtman is also retiring. She has done a fine job in every role she has worked for the library. She has cleaned for many years and has been a very dependable sub. Katie has hired replacements for these positions. Darla will also be missed.

The Board thanks both Fran Dunham and Darla Holtman for their dedication to the library and for there fine service.

Thank you to Ward Walters for his assistance in disposing of a large barrel of anti-freeze that was in the back storage room. No one quite understands why it was there but we are glad to have it gone. Ward's efforts to obtain all the necessary paperwork and dispose of the barrel is greatly appreciated.

Gate counter is installed. Average count is approximately 240 per day.

The children's program now has 225 participates.

For adults on Monday nights at 7:30 p.m. the library is holding 5 classes of Tai Chi. The cost of this program is \$200.00 and is being funded by the library.

The Friends will hold their July book sale at the Island City Festival. This event is the last weekend in July and the sale will take place on Saturday. The staff will assist the Friends move books to the downtown location.

Committee Reports

Budget: Gelbaugh reported the budget committee meet in May. The meeting was a final review of the presented 2005-06 budget and to review personnel recommendations and payroll. No changes were made to the budget after the first reading.

Building and Grounds: Davis reported that the garden around the sign is installed and many have comment on how nice it looks. In the Children's area is a wonderful new addition Marlin the Dragon. This dragon was a donation to the library.

She is investigating how to repair the sun dial at the entrance. The dial is in good shape the pedestal is crumbling.

Asselmeier reported for the Ad Hoc Structure Committee regarding the separation in the front wall. He gave some background on past work and attempts to improve the situation. He asked the board to contract Nehil Sivak to do a survey to establish a reference point on how far the wall has separated. He had estimates from Nehil Sivak for a cost of between 500 and 1000 dollars for this survey.

***Motion Davis/Haan to contract Nehil Sivak to do an elevation survey to obtain a point of reference on the movement of the front wall. Not to exceed the estimated cost of \$1000.00
Roll call vote: Gelbaugh yes, Davis yes, Bush yes, Keeney yes, Haan yes, Asselmeier yes
6 yes 0 no motion carried.***

**Endowment Committee – No Report
Personnel Committee- No Report
Public Relations Committee – No Report**

**No Written Comments for Trustees
No Questions on Library Operations**

Continued Business:

Miller Canfield Invoice-

After discussion Motion Haan and Gelbaugh to pay MC invoice in the amount of 252.00 for inquiries regarding the Patriot Act.

Roll call vote: Gelbaugh yes, Davis yes, Bush yes, Keeney yes, Haan yes, Asselmeier yes

Auditor-Katie has contacted the auditor and they are sending an engagement letter. The audit will cost \$3000.00 and this amount is budgeted.

Motion Davis/Keeney to sign the engagement letter and retain **Siegfried Crandall** to prepare the audit for the fiscal year 2004-05.

***Roll call: Gelbaugh yes, Davis yes, Bush yes, Keeney yes, Haan yes, Asselmeier yes
6 yes 0 no motion carried.***

New Business: Nominating Committee recommended the following slate of officers for the fiscal year 2005-06. Members of the Committee were Gelbaugh, Keeney and Prentice. The committee thanked all who were willing to take on these assignments. There were no nominations from the floor.

President	Alan Asselmeier
Vice President	Pat Davis
Secretary	Connie Haan
Treasurer	Melissa Gelbaugh

Motion Keeney/Haan to approve the slate of officers as presented by the nominating committee for fiscal year 2005-06.

***Roll call vote: Gelbaugh yes, Davis yes, Bush yes, Keeney yes, Haan yes, Asselmeier yes
6 yes 0 no motion carried.***

Next meeting will be held July 19, 2005.

Motion to adjourn 8:35 p.m. Haan/Asselmeier carried.

**Respectfully submitted,
Connie Haan, Secretary**