

**Minutes of the regular meeting of the Charles A. Ransom District Library Board  
May 17, 2005**

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

**ATTENDANCE:** Asselmeier, Gelbaugh, Keeney, Prentice, Bradley and Haan

**Absent:** Davis

**Director:** Katie Bell Moore

**Public:** 3

**Reporters** 2

**SPECIAL AGENDA ITEMS:** No special agenda items

**MINUTES:** April 19, 2005 – motion to approve the minutes with the following correction: to the final motion add Roger Keeney to roll call voting no. The count for the motion was correct. Motion carried by voice vote.

**FINANCIAL REPORT:** Gelbaugh explained that transfers that were made when the accounting system was set up with Peachtree have not been properly approved by the board. The board had discussed these changes however a formal motion was not made at the time to track the transfers.

*Motion Gelbaugh/Haan to formally adopt the transfers required to implement the Peachtree System made to the November financial statement.*

*Roll call vote: Gelbaugh yes, Prentice yes, Bradley yes, Keeney yes, Haan yes, Asselmeier yes.*

*Motion carried 6 yes 0 no*

Gelbaugh also reported that at this time it is not necessary to make further transfers until the end of the fiscal year.

Bell Moore reported that the staff has been advised that no ordering will be done in the month of June so invoices will be more easily accounted for at the end of the fiscal year.

**PRESIDENT'S REPORT:** Asselmeier thanked Pat Davis for her efforts to make the welcome tea for Katie and Erin a success. He also reported that he along with Katie and Barb Bradley attended the Cooper Twp. meeting and Katie gave an excellent report. They plan a visit to the Gun Plain Twp. meeting on June 2<sup>nd</sup>.

In the future Asselmeier recommends a review of all policies. Also the Board and Director work on future goals and objectives as the library moves forward.

**DIRECTOR'S REPORT:** Included in the written report was information on items discussed in the financial report. Also programming – On May 27<sup>th</sup> a program with author Joseph Cabadas.

Meetings attended: the Allegan County Library Association Meeting in Dorr and the Plainwell Rotary meeting. New purchases of equipment, a new cash register.

Katie suggested ways to keep track of numbers and is purchasing a gate counter for the front entrance. Computer usage has been steady with 924 requests last month.

## **COMMITTEE REPORTS**

**BUDGET** – First reading and review of the Budget. The budget is well underway to being completed there will be another budget meeting on Thursday, May 19<sup>th</sup> and a follow up with the personnel committee. The question of continuing Sunday hours was discussed. It cost approximately \$2000.00 to open on Sundays for salary and wages. After a round table discussion it was the consensus of the board

that at this time we would budget for Sunday hours for the next fiscal year. During the next fiscal year statistics will be compiled to justify the need for Sunday hours based on patron use.

**BUILDING AND GROUNDS:** Landscape Design reported that the sprinklers in the area used to stage the bridge construction are in poor shape. Brian from Landscape Design will contact the construction company to work out the repairs.

**ENDOWMENT:** Barb Bradley reported that Edward Jones will ladder the purchase of the CD's and has placed \$20000 of the available funds into a CD at 4%.

**PERSONNELL:** No report

**PUBLIC RELATIONS:** Scheduled visit with Gun Plain Twp. June 2, 2005

**TRUSTEES:** No comments

**PUBLIC PARTICIPATION:** Barb Bredow commented that the reception for Katie and Erin was nicely done. She thanked Pat Davis.

**CONTINUED BUSINESS:** The Structure Committee will meet on Thursday May 27<sup>th</sup> at 6:30 p.m. to discuss action on the issue of the north wall. The Budget Committee will also have a review meeting at 7:00 p.m.

**Miller Canfield Invoice-** Asselmeier reported this should be the last invoice from Miller Canfield. The amount is \$199.50. The issued addressed on this invoice involved the lawsuit. Haan suggested that all of the charges to the library from Miller Canfield to aid in the insurance company's defense of the lawsuit be turned into the insurance company. In theory the insurance company attorneys required the assistance of Miller Canfield to defend the lawsuit, so why would those expenses not be a part of the insured coverage? Asselmeier will look into this matter.

*Motion was made (Haan/Gelbaugh) to pay the invoice of 199.50 to Miller Canfield. Roll call vote: Keeney yes, Haan yes, Prentice yes, Bradley yes, Gelbaugh yes, Asselmeier yes, 6 yes 0 no motion carried.*

**NEW BUSINESS:** President Asselmeier appointed the following board members to the ad hoc Nominating Committee: Keeney, Prentice and Gelbaugh.

Now is the time to engage an auditor for the audit. Director Bell Moore will contact the auditor for a bid and engagement letter for the board to approve at the June meeting.

Bradley asked if the City had considered appointing a new member. Keeney reported to the best of his knowledge the City has looked for a replacement. She also expressed her opinion that the make of the board should rotate so all government units would at one time have 3 representatives. It was the consensus of most board members that the board was working well together now and we have more pressing issues ahead of us at this time.

**NEXT MEETING:** June 21, 2005

**ADJOURNMENT:** Motion to adjourn (Prentice/Haan) carried. 8:25 p.m.

Respectfully submitted,  
Connie Haan, Secretary