

**Minutes of the Charles A. Ransom District Library Board of Trustees
October 18, 2005**

Meeting was called to order by President Asselmeier at 7:10 p.m.

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

Members Absent: Keeney

Minutes of the September 20, 2005 meeting were reviewed. Motion to accept as written Gelbaugh/Bush Carried

Financial Report: Audit went well with no major issues; auditor will file with the State. Bank savings account signature cards are being updated.

President's Report: – no report

Director's Report:

- Received \$500.00 donation from Miller Canfield toward computer upgrade project.
- Pedestrian crosswalks and signs are installed in an attempt to slow down traffic
- Julie and Erin are looking to spruce up the teen alcove with a mural.
- The fire alarm system was checked out by Confessco on October 18th and all was working well.
- On September 22nd the Chamber of Commerce Spotlight on Business was held at the Library. About 25 Chamber members attended and several signed up for library cards.
- Program sponsored by the Friends of the Library will be held on October 19th. The Wonderful World of Gourds, by artist Joyce Earl
- October 16-22 is Teen Read Week, Julie and Erin have many events planned for the teens
- Book discussion group is going strong and will display the selections for the next 6 months in the display case
- In October Erin will hold an evening story time and will be reading and doing crafts at the Pumpkins in the Park on Saturday October 22nd.
- Other things in the works for teens are bringing in guest speakers the first speaker will be Susan Prentice Sao to discuss legal issues for teens. Leslie Bush has agreed to be the Board rep to the Teen Advisory Board.
- Count for the month was 996 Internet users and a gate count of 6204.
- Three Sundays the average count was 60 for the four hours the Library is open.
- The new computer systems have been installed and the staff is very pleased.
- The transition to the new catalog and circulation system has gone fairly well. Still some minor glitches but no serious problems.
- Submitted final application for QSAC to earn the essential levels-the levels have been met and waiting to hear from Library of Michigan
- Katie will attend new director's workshop on November 1 at the Library of Michigan.

Committee Reports:

- **Budget:** no report
- **Building and Grounds:** Chula Vista has done seasonal cleanup. Will be celebrating its 50th anniversary this year.
- **Endowment:** no report
- **Personnel Report:** no report (see below)

- **Public Relations:**
 - The PR committee met to discuss projects for the upcoming year. One idea was to have a Patron of the Month. The committee would draw up some guidelines with staff for the criteria for this recognition. Also if a plaque would be used or some other type of display.
 - Also discussed was a Library cookbook of desserts with patrons submitting their favorite dessert recipe and some history to why it is a favorite..included in the cookbook would be history of the Plainwell area. This would be kicked off with a pot luck dessert at the Library.
 - Many people have an interest in Genealogy and one thought was to have a workshop and a demonstration of what is available here at the library for research.

- **Ad hoc Patron Policy Committee-** committee met prior to board meeting and established a time line to review policies. Began work on first few pages. The committee will distribute the policies to the Board as they are completed for board member input.

Trustee's Comments: No comments from Trustees

Public Comments: Barb Bredow shared some information on genealogy workshops held in the area.

Continued Business:

- At the request of the President and Personnel Committee the adoption of the revised Personnel Policy will be tabled until the committee can review attorney comments.

New Business:

- Landscape Designworks bid for next year will be tabled to allow for the Director to obtain other bids.
- Invoice has been received from Miller Canfield in the amount of \$574.50, to review the revised Personnel Policies.
Motion Davis/Bradley to pay the invoice of \$574.50.
Roll call vote: Davis yes, Gelbaugh yes, Bush yes, Prentice yes, Bradley yes, Haan yes, Asselmeier yes motion carried 7 yes 0 no

Next meeting will be held on November 22nd at 7:00 p.m.

Motion to adjourn at 8:00 p.m. Davis/Prentice carried

**Respectfully submitted
Connie Haan, Secretary**