

## **Minutes of the Regular Meeting of the Charles A. Ransom Board of Trustees February 20, 2007**

**Meeting was called to order by President Asselmeier at 7:05 p.m.**

**Members present:** Davis, Keeney, Haan, Prentice, Gelbaugh, Klein, Asselmeier

**Director:** Katie Bell Moore

**2 Public**

**Absent:** Heed (Note: Davis was excused at 7:15 p.m.)

Thank you to Joe Sherman for taking the time to attend the meeting to take pictures of the board members and staff.

**Minutes:** The January 16<sup>th</sup> meeting was unofficial due to the lack of a quorum.  
No minutes were taken  
Minutes of the January 23<sup>rd</sup> special meeting were reviewed. Motion (Gelbaugh/Klein) to approve as written. Carried.

**Financial Report:** Gelbaugh reported that procedures are being reviewed and improved to be better prepared for the auditor.  
Budget committee will begin to meet to write budget for 2007-08.

Retirement programs are being investigated for review. The Director will invite Jim Meles to attend the March meeting.

**President's Report:** The Strategic Planning Committee meeting for Feb will be canceled.  
A new date will be announced.

### **Director's Report:**

#### Financial

- We are carefully planning our end-of-fiscal year purchases to avoid year-end accounting issues. As usual, we will freeze all purchasing at the end of May to allow time for clean-up. Melissa and Carol have worked very hard with the audit information to make sure our budget is in the most accurate representation possible.
- Sandy Stamm's Plainwell history book has been a huge financial success for the Library! Thanks to Sandy's extremely generous donation of her share of the proceeds to the Library, we have profited over \$2,000!! In addition, we received a \$750 donation from the Plainwell Wal-Mart from their sales of the book. Although Sandy has encouraged us to spend the money in whatever way we would like, I would like to honor Sandy and her interests by using it toward having more issues of the Union Enterprise microfilmed. We are currently gathering information for that project.
- I am gathering preliminary information for the 2007-2008 budget. Please let me know ASAP if there are any particular projects you would like to see included in the budget.

- I met with Jim Meles at Edward Jones to discuss possible options for the Library staff regarding retirement plans. I would particularly like to see the Library offer a plan to allow employees to make automatic deductions from their paychecks for retirement savings. I also explained that we are somewhat concerned about our SEP costs ballooning over the next few years as several more employees become eligible for benefits. Jim has identified some promising options, and is more than willing to present them to the board at some point.

#### Building/Grounds

- A motor in one of the heating units on top of the building burned out, necessitating a replacement (of the motor only, not the entire unit). Kalamazoo Mechanical advises that the units are getting to the stage where more maintenance may be required, although they are not yet approaching the critical replacement stage.
- One of the building/grounds projects that I will be collecting quotes for in the new budget is to resurface the parking lot and replace all of the parking space bumpers.
- I will also be soliciting quotes for the river walk extension project proposed by the city, that was tabled last year.

#### Meetings/Programs

- The “Book Your Winter Escape At Ransom” adult reading program has kicked off to a phenomenal success. In the first week and a half, over 65 adults have registered for the program!
- The Harry Potter party on Feb. 16<sup>th</sup> suffered from disappointingly low registration. Although it was originally scheduled to be held at the Community Center, Erin ended up moving it back to the Library because we did not need the extra space. We think there may be several factors playing into the low registration, but one of the keys is probably that as the Harry Potter series has progressed, the books have gotten “darker” and appeal more to older readers, who are not as likely to attend these types of events.
- The Friends will be holding their annual Dr. Seuss Night on March 6<sup>th</sup>.

#### Services

- Our new, more patron-friendly “New Book” display shelf is now in use.
- We are now able to request items from MelCat! I will display how patrons may do this for themselves at home at the board meeting.

#### Personnel

- Staff evaluations are currently underway.

**Committee Reports:**

**Budget Report:** No report

**Building and Grounds:** No report

**Endowment:** No report

**Personnel:** Time for Director evaluation. The Board and Director agreed to use the same format as last year.

**Public Relations:** Asselmeier, Heed and Klein meet to discuss honoring the Friends

**Trustee Comments:** Klein shared an article he saw in the paper discussing the library being a "day care center" and asked if this was also a problem with Ransom. Katie reported it is an issue and the staff does their best to deal with the situation if it becomes a problem. They have discussed the issue with the police who are willing to assist when the staff feels the need.

**Comments from the Public:** No comments

**Continued Business:**

Contributions to the SEP program need to be voted on each year. The Board had budgeted 7% to contribute to those qualified for funds. Motion was made (Keeney/Prentice) to contribute the full amount budgeted at 7% to those employees who qualify for benefits under SEP. Motion carried.

**New Business:** No new business

**Next meeting will be held on March 13, 2007**

**Adjournment:** Motion to adjourn (Klein/Gelbaugh) 8:00 p.m.

Respectfully submitted,

Connie Haan

Secretary

