

# Minutes of the Ransom District Library Board of Trustees – December 18, 2007

Call to order by Vice President Davis at 7:00 p.m.

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

Director: Katie Bell Moore

**Members absent:** Keeney, Heed, Asselmeier

**Special Agenda Item:** No items

**Minutes** of the November 20, 2007, meeting were reviewed. *Motion to approve as written (Gelbaugh/Klein) carried.*

**Financial Report:** A list of recommended transfers was presented. A suggestion was made to make transfers on a monthly basis as needed. A request was made to review the Lawn Contract expense line item.

*Motion (Gelbaugh/Prentice) to make the following transfers:*

<i>From 7019 Director's/Officer's Insurance:</i>	<i>To Employment Practices</i>	<i>2363.00</i>
<i>From 7034 Supplies-Printing:</i>	<i>To 7067 Purchase Services</i>	<i>110.00</i>
<i>From 7035 Supplies-Programming</i>	<i>To 7060 Purchase Services</i>	<i>257.11</i>
<i>From 4012 Building Restoration</i>	<i>To 7081 Capital Outlay</i>	<i>15, 154.00</i>
<i>From 7091 Automation Computer M&amp;R</i>	<i>To Capital Outlay Computers</i>	<i>1,062.00</i>
<i>From 7016 Liability Insurance</i>	<i>To 7015 Audit</i>	<i>200.00</i>
<i>From 7032 Supplies Office</i>	<i>To 7030 Supplies Cleaning</i>	<i>750.00</i>
<i>From 7024 Equipment Maintenance</i>	<i>To 7025 M&amp;R Other</i>	<i>4,200.00</i>

*Motion carried.*

**President's Report:** No Report

**Director's Report:**

**Financial:** Melissa Gelbaugh has been working with auditors to complete the audit.

**Building and Grounds:** Cofessco is continuing to work and correct the fire alarm systems.

The new parking lot is considerably icier due to the new pavement. The staff is working hard to keep it salted.

Working on repairs to the lamp posts by front entrance.

**Programs:** The Library Christmas tree was named Most Whimsical in the annual decorating contest in Hicks Park.

Topics for programs Jan- March include: estate planning, self defense for girls a series on job seeking with staff from Michigan Works, notable women in Plainwell's history, keeping New Year's resolutions and more.

Adult Reading Program will also return in Feb and March. Theme "The Great Book Blizzard of 2008"

**Administration:** Continue investigation of Health Care Options

Contacted MMRMA to review Liability Insurance Options

**Committee Reports:**

**Budget**

- Gelbaugh presented the completed audit. She has contacted the auditor to review items to correct in the future. Gelbaugh will work with the accountant to set up year end procedures.

*Motion (Davis/Klein) to accept the audit for 2006-07. Motion carried.*

**Building and Grounds:** No report

**Endowment:** No Report

**Personnel:** No Report

**Public Relations:** No Report

## Trustee's Comments

Comments from the Public: No Public

### Continued Business:

- Retirement Update and Review- The Board has discontinued participation in the SEP program to develop a Simple IRA program. The reason to the change plans is to allow employees to contribute to their retirement. The next step is to decide the contribution % and program guidelines.

### New Business:

- Director Bell- Moore asked the board to amend the Circulation Policy to eliminate the cap on the number of materials checked out.  
*Motion (Haan/Klein) to amend the Circulation Policy to remove the limit on checked out materials. Motion carried.*

Next Meeting will be held on January 15, 2007

Meeting was adjourned at 8:05 p.m. (Prentice/Haan) carried.

Respectfully submitted,  
Connie Haan, Secretary