

## Minutes of the Charles A. Ransom District Library Board-January 17, 2006

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

Members present: Roger Keeney, Alan Asselmeier, Pat Davis, Leslie Bush, Dave Prentice, Connie Haan, and Barb Bradley

Members absent: Melissa Gelbaugh

Director Katie Bell Moore was absent due to illness

Minutes of the December 20, 2005, regular meeting were reviewed. Motion Davis/Bradley to accept as written with the correction of the time the meeting was adjourned from 8:55 p.m. to 7:55 p.m. Carried.

Financial Report: Board reviewed the financial statements. There were no comments.

### President's Report:

President Asselmeier encouraged board members to seek grant opportunities. He has applied for two UPS grants without success but will continue to try.

Director's Report: In the absence of the Director her written report was read by President Asselmeier.

#### Building and Grounds:

- New cart for coffee area.
- Pat Davis is looking into what to do with the items stored in the storage units.

#### Programs:

- Harry Potter party is planned for January 20<sup>th</sup> at the Community Center
- The first Patron of the Month was Viola Novicki. She has been featured in an article in the Union Enterprise.
- Children programs continued in December with storytime presentations and several Christmas crafts

#### Management:

- Policy committee continued work on rewriting General Policies. The Director, Erin Marsh and Gayle Pierce have worked on writing the Collection Development Policy.
- The State Aid Report has been submitted well ahead of the Feb. 1<sup>st</sup> deadline.
- Staff evaluation are being conducted the last week of January

### Committee Reports

- Budget – No Report
- Building and Grounds – No Report
- Endowment – Chairman Bradley asked to have a short committee meeting after the regular meeting to discuss funds being rolled over into a short term CD with an increase in interest rate.
- Personnel – No Report
- Public Relations –Chairman Bush will organize a committee meeting to discuss future projects.
- Ad hoc Patron Policy Committee – under new business

**Trustee Comments:**

Davis reported on her progress to empty the storage unit. She has spoken to many organizations and suggested possible ways to dispose of the items. It was determined that these items were not going to be used in the future and all items need to be sold or given away. The Director is going to alert other libraries of the items to see if anyone is interested via the internet.

After discussion the Board will direct the Director to dispose of all the items in the storage unit by the end of March. Also to discontinue renting this space as soon as possible.

**Audit Report:** Dave Prentice had two questions regarding items included in the management letter from the auditor.

1. Custodial credit risk. Should money be transferred to another bank to protect the amount on deposit.
2. Compliance with state statute governing investments. The question pertains to stock that was donated to the library.

Both issues are concerns of the Board. The Director and Melissa Gelbaugh will be asked to investigate these issues further.

**Comments from the Public:**

Bill Geresy asked if there was an area in the Library interested parties could go to see what clubs or organizations were available in the community. This is suggested the PR committee will consider.

**Continued Business:**

The Library has an invoice from Miller Canfield for work done to review the new Personnel Policy Handbook. Motion Davis/Prentice to pay Miller Canfield in the amount of \$139.50. Roll call vote: Prentice yes, Bush yes, Davis yes, Haan yes, Bradley yes, Keeney yes, Asselmeier yes Motion carried. 7 yes 0 no.

**New Business:**

Chairman of the Patron Policy Committee Haan asked to postpone the first reading of the proposed policy changes until the February meeting. In review of the policy changes an additional policy on gifts and donations needs to be added, also by postponing the first reading and handing out a copy of the proposed policies to all board members there will be time to make suggestions and changes. This will also give staff additional time to review the proposed policies. The committee requests all changes and suggestions be given to a committee member by January 31<sup>st</sup>. The committee will meet on February 7<sup>th</sup> at 4:30 to draft the final copy for the first reading at the regular Feb. board meeting to prepare for final reading at the March meeting.

Next meeting will be February 21, 2006

Motion to adjourn Keeney/Haan at 8:00 p.m. Carried.

Respectfully submitted,  
Connie Haan, Secretary

