

Minutes of the regular meeting of the Charles A. Ransom District Library Board of Trustees
June 19, 2007

Meeting was called to order at 7:00 p.m. by President Asselmeier

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

Director: Katie Bell Moore

No Public

Special Agenda Items: Budget and Truth in Taxation

- Truth in Taxation:

- The county equalization office confirmed that Truth in Taxations did not apply to the Library this year.

- The allowable millage rate after Headley rollback remains the same at .9176.

- The budget for 2007-08 was reviewed for a second reading. No changes were noted from the first reading.

Comments from the Public: No Public

Minutes of the May 15, 2007 meeting were reviewed. *Motion Davis/Klein to approve minutes as written. Motion carried.*

Financial Report: Gelbaugh suggested a special meeting to be held on June 27th at 7:00 p.m. to adopt the budget amendments for 2006-07. The purpose of this meeting is to amend line items that need additional funds and to estimate expenses that will be charged to 2006-07 but not paid until July 2007.

President's Report: No report

Director's report:

Financial

- The Headlee rollback amount remained stable at .9176 for the 2007-08 fiscal year.
- Melissa and I will be meeting to prepare final budget amendments in the next week.

Building/Grounds

- The parking lot is (mostly) done! We are still waiting for the "striping crew" to come in and paint the lines and replace the parking bumpers. The paving work was completed fairly smoothly. We did experience a small problem with some wiring for the parking lot lights that had been buried too shallowly under the old asphalt surface, and was pulled up during the milling process. Brian Stefl was enormously helpful in loaning his trenching machine so that we could get that wiring re-buried before the new asphalt was laid down. We have received many compliments from patrons about the nice new surface!
- We have moved Erin into the Hughes Room and the new arrangement is working very well.

Meetings/Programs

- Summer Reading is off to another spectacular start! After four days of registration, we have 235 participants signed up. The "Get A Clue" theme seems to be a hit with the kids. Erin has a great line-up of special events in the weeks ahead, including programs on codes and ciphers, making disguises, and a visit from a detective with the Allegan County Sheriff's Department.
- The first meeting of the "Accidental Gardeners" series was held on June 6th. A speaker from the Kalamazoo Rose Society gave a great presentation on rose gardening. Although the audience was small, everyone enjoyed it and several people mentioned wanting to come back next month and bringing friends along with them. The next program in the series, "Big Gaudy Gardens" will be Thursday July 5th at 7:00 pm.
- The Friends will be presenting local author Wilma Kahn on Monday, June 18th at 7:00 pm.
- We are very excited to be participating in the very first "One Book, One County" program with the Allegan County libraries. This program will be going on over the next year, in conjunction with a statewide "Michigan Reads" program. The chosen book title will be publicly announced at the beginning of July (but I know what it is, ha!) Events including book discussions, expert lectures and more will take place over the next year at libraries throughout the county.
- We are busy preparing for the big book sale in the park during the Island City Festival on July 28th.

Services

- I am recommending a new copy machine vendor, which I will detail in a separate report.
- We are pleased to be working in conjunction with the schools to provide access to the Accelerated Reader tests over the summer. For those who may not be familiar with Accelerated Reader, it is a program used in the elementary schools where books are assigned a point value, and students must accumulate a certain number of points to win prizes, etc. After the students read each book, they must take a computerized test to check their comprehension. The schools approached us about hosting the Accelerated Reading test computers over the summer in order to encourage kids to keep following the program, and we are very happy to provide this service!
- The latest re-design of the website will be up SOON! We are also starting a project to scan local history photos from the archives and post them on the website to make them more easily accessible to researchers.

- Board members asked if the Director had considered a dress code for junior staff or staff in general. She will look into the matter and will advise the Board if an official policy would be helpful.

Committee Reports:

- Budget- Will meet Saturday, June 23rd at 1:00 to amend the budget and prepare for the Special Meeting on June 27th
- Building and Grounds- Chula Vista Club will be taking care of the weeding soon.
- Endowment- Prentice asked Gelbaugh to look in the \$820.00 that is noted in income on the Financial Report
- Personnel- Will meet on Saturday June 25, at 12:00 noon to review information Asselmeier has received on the MERS retirement program.
- Public Relations: Klein reported the Friends reception went well and he thanked all who attended and were able to help.

Trustee's Comments: No comments

Comments from the Public: No Public

Continued Business:

Approval of millage rate for 2007-08

- *Motion was made Davis/Keeney to set the millage rate for 2007-08 at the allowable rate of .9176.*
Roll call vote: Keeney yes, Gelbaugh yes, Davis yes, Heed yes, Klein yes, Prentice yes, Haan yes, Asselmeier yes. Motion carried 8 yes 0 no

Adoption of the 2007-08 Budget-

- *Motion Haan/Keeney to adopt the 2007-08 in the amount of \$490,527.00. The millage rate has been set at .9176. The budget has been written to use .832 for operations and the difference will be designated to the Building Restoration Fund.*
Roll call vote: Prentice yes, Klein yes, Heed yes, Davis yes, Gelbaugh yes, Keeney yes, Haan yes, Asselmeier yes. 8 yes 0 no motion carried.

New Business:

- **Copy Machine quotes:** Director Bell Moore present three bids to replace the current copy machine contract. Bidders were Cornerstone, CBI and our present supplier Applied Imaging. After her review she recommends Cornerstone.
- *Motion to contract with Cornerstone for a copier not to exceed a fee of \$350.00 per month. The length of the lease of 36 or 48 months will be left to the discretion of the Director depending on the ability to replace the copier if problems occur. The Director will also inquire if the Library does take position of a new machine during the lease period, does this extend the lease.*
Roll call vote Prentice yes, Heed yes, Klein yes, Davis yes, Keeney yes, Gelbaugh yes, Haan yes, Asselmeier yes 8 yes 0 no Motion carried.

- **Nominating Committee:** The Nominating Committee recommended the officers for 2007-08 remain the same as in 2006-07.

Motion Prentice/Klein to elect the following officers for 2007-08

- *President: Alan Asselmeier*
- *Vice President: Pat Davis*
- *Secretary: Connie Haan*
- *Treasurer: Melissa Gelbaugh*

Roll call vote: Prentice yes, Heed yes, Klein yes, Davis yes, Haan yes, Keeney yes, Gelbaugh yes, Asselmeier yes 8 yes 0 no carried.

Next Meeting will be July 17, 2007

Meeting was adjourned at 8:15 p.m.

**Respectfully submitted,
Connie Haan, Secretary**