

# Minutes of the regular meeting of the Ransom District Library Board of Trustee November 17, 2009

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

Members present: Prentice, Gelbaugh, Klein, Keeney, Haan, Hallett, Asselmeier

Members absent: Heed

Director Katie Bell Moore

Guest: Jennifer Loftus

Tony Clark

## Special Agenda Items:

Tony Clark presented an estimate of the cost to rewire the Library to bring it up to date for future needs. He suggested that this expense be a part of any future planning for Library expansions.

## Consent Agenda Items:

Minutes of the October 20, 2009, regular meeting.

Asselmeier requested the wording under Special Agenda Items be corrected to read.

Discussion: It was President Asselmeier's desire to begin video taping board meetings so they would be available for the public to review. He explained under the Freedom of Information Open Meeting Act, video taping was allowed. Board members expressed their surprise that there had not been board approval or consensus prior to the President's decision to video tape this and future meetings meeting and a desire to tape future meetings. After a lengthy discussion on the pros and cons of video taping meetings a motion was made:

Prentice asked to clarify wording under Item 2 changed to read "the Board will consider bids for additional computers under New Business.

*Motion to approve with corrections Prentice/Klein Carried.*

## Financial Report

Bell Moore reported 2 CDs have matured and Jim Meles from Edward Jones will reinvest these funds in allowable investments.

The Friends donated new DVD's which made it necessary to purchase additional plastic boxes. Bell Moore requested a transfer of \$776.88 from line item 7032 to line item 7036 processing.

Motion Haan/Keeney to transfer \$776.88 from line item 7032 to line item 7036.

Discussion: Prentice asked if it was wise to accept gifts that would lead to a large expense for the Library. Bell Moore explained that these boxes could be used for other DVD in the collection.

Asselmeier called for a roll call vote: Keeney yes, Klein yes, Gelbaugh yes, Hallett yes, Prentice no, Haan yes, Asselmeier yes. Vote carried 6 yes 1 no

Gelbaugh reported a need to correct the undesignated fund totals. The audit went well, and is available for board review in draft form prior to the official acceptance.

## President's Report:

President Asselmeier welcomed school board member Jennifer Loftus

## Directors Report

### Financial

- The audit was completed on October 12<sup>th</sup>. The process went very smoothly and they had very few questions for us.
- I am meeting with Jim Meles at Edward Jones on Monday, October 19<sup>th</sup> to discuss the CD investment plan. I will have an update at the board meeting.

### Building

- We had a terrific response to the request for painting bids with ten responses. The bid process is getting smoother with each project we do.
- I am holding off on soliciting quotes for replacing the interior double doors until November.

#### Programs

- Wade Rouse visited on October 15<sup>th</sup> and gave a very funny presentation for an appreciative crowd. Wade has written several books and his latest, "At Least in the City Someone Could Hear Me Scream: Misadventures in Search of the Simple Life" was a Today Show "must read". This memoir chronicles the culture shock he experienced in moving from a large city to Saugatuck.
- Please make sure to read the latest library newsletter to learn about other great programs happening in the next few months.

#### Administrative

- Alan Asselmeier and Erin Marsh have visited parent groups at Cooper and Starr Elementary schools to publicize the library's services.
- Staff Development Day was held on October 12<sup>th</sup>. We used this opportunity to review all library procedures, with a special emphasis on customer service.
- We have received \$2,365 in memorial donations for Pat Davis. \$600 of these donations has been specified to use for the mural project; the rest were not designated for any specific purpose.. We have received the final mural bill from Conrad Kaufman for \$1020; I will double-check with Carol about remaining grant money and pay the rest from the donations. We don't have a plan yet for the remaining donations.
- I solicited quotes for new patron computers from Tony Clark, Cybermind and Secant. Quotes from Tony and Cybermind are in your mailboxes; Secant has yet to submit their quote.

#### Committee Report:

Budget - Audit review  
 Building and Grounds No Report  
 Endowment No Report  
 Personnel No Report  
 Public Relations No Report

#### Trustee's Comments:

Klein asked for a clarification of who could tape a meeting.

#### Public Comments:

Jennifer Loftus shared with the board that Pat Davis had been honored as a school volunteer along with eleven other community members. Pat was honored for her work at Gilkey. Loftus was also interested in exploring ways the Library and the Schools could work together.

#### New Business:

- Employee Bonus for 2009-10.  
 The budgeted amount for bonus payments for 2009-10 was 4 % of salary. The Board had asked for figures to consider a larger percentage since the employees did not receive a salary advance in the current budget. After discussion the motion was made *Gelbaugh/Keeney to grant a 5% one time bonus for the eligible employees for 2009-10 to paid in December.*  
*Roll call: Keeney yes, Prentice no, Klein yes, Haan yes, Gelbaugh yes, Asselmeier yes, Hallett yes*  
*Motion carried 6 yes 1 no.*
- Network Cabling was discussed under Special Agenda Items
- Staff Holiday Gift: Board asked Director Bell Moore to purchase Chamber Gift Cards for employees and volunteers as budgeted in the amount of \$25.00 each.

Motion to adjourn Keeney/Klein 8:15 p.n.

Respectfully submitted,  
 Connie Haan  
 Secretary

