

Minutes of the Charles A. Ransom District Library Board of Trustees-December 16, 2008

Meeting was called to order by Vice President Pat Davis at 7:00 p.m.

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

Members absent: Asselmeier

Director Katie Bell Moore

Guest: Steve Henderson - Henderson Construction
Harold Immekas - C&H Immekas Enterprises

Special Agenda Items: Bathroom Renovations - Painting Projects

Both Steve Henderson and Harold Immekas have submitted bids to renovate the restrooms. These bids were received prior to the engineers report commissioned to reveal if the outside wall is continuing to move. The engineers report did reveal movement. Both builders were asked to re-evaluate their bids with the information received from the engineers. Also the board requested their opinions whether to just repair or to completely renovate the areas. After discussion and review of the wall situation both contractors suggested repairs would be more appropriate than total renovations due to the continued movement of the wall. Suggestions included using molding to cover the cracks. They agreed to submit revised bids to repair and not renovate the restrooms.

Minutes:

- Minutes of the November 18, 2008, meeting were reviewed.
Motion Klein/Prentice to approve as written. Carried.
- Minutes of the Special Meeting held on December 7, 2008, were reviewed.
Motion Klein/Keeney to approve as written. Carried.

Financial Report

- Director Bell-Moore has recommended the following budget transfers:
From 7032 Supplies-Office 10.60 to 7035 Supplies-Programming
From 7032 Supplies-Office 289.25 to 7036 Supplies-Processing
Motion Haan/Keeney to transfer funds recommended by Director. Carried
- Treasurer Gelbaugh reviewed the management letter with the auditor and recommended to the board that the audit be accepted. The question regarding investments being deposited in Michigan banks was clarified. *Motion Keeney/ Klein to accept audit report for fiscal year 2007-08. Carried.*

President's Report: No Report

Director's Report:

Building

- The two contractors who submitted bathroom renovation bids have been contacted to submit more detailed bids.
- New snowplow service is working well.

Programs

- Deanna House's presentation on November 20th was another knockout performance and attracted 85 people to the Library.
- The adult winter reading program is set to begin on Feb. 5, and will run through March 10th. The theme is "Book Your Winter Escape" and the program will conclude with a finale celebration on March 19th. John Otterbacher, the author of "Sailing Grace" will be the guest speaker. "Sailing Grace" is a Michigan Notable Book award winner.
- In addition to the adult reading program, Erin is also trying a winter reading program for elementary-age kids. Her program theme is "Read Around the World". Each child who participates will receive a passport, and must read six books over six weeks. Each book must be set on a different continent (yes, we are aware that there are actually SEVEN continents, but for practical reasons we are excluding Antarctica). Every child who reads all six books will receive an inflatable globe as a prize, and will also be entered in a drawing for a Barnes and Noble gift card.

- The Friends have set March 3rd as the date for the annual Dr. Seuss night. "Celebrity" readers are yet to be determined.
- The Library is once again teaming up with Life Care Center of Plainwell to present the second annual Plainwell Senior Expo on March 18th. The Expo will showcase area senior service providers, and will take place at Eesley Place Banquets, above the Plainwell Coffee Mill.

Administrative

- The January-March newsletter will be distributed via the Shopper's Guide the week after Christmas.
- We have decided to cease using Baker and Taylor for our book ordering, and will instead be using Amazon.com. This will save us \$1,675 in Baker and Taylor ordering software subscription fees.
- Books from the Burchfield room shelves have been removed. All books have been reviewed by Sandy Stamm for local historical significance, and also by a professional book appraiser for overall value. Anything deemed valuable has been placed in the locked Archives room. Many books have been reintegrated into the regular circulating collection. All remaining books are waiting to be reviewed for possible purchase by a buyer from Bicentennial Bookshop in Kalamazoo.

Committee Reports:

- **Budget:** No report
- **Building and Grounds:** Davis recapped December 7th meeting. Phase I of the mural project will be paid by donated funds. The project will begin January 5th. Discussion on "de acquisition" of items in the Burchfield Room.
- **Endowment:** No Report
- **Personnel:** No Report
- **Public Relations:** No Report

Trustee Comments: No Comments

Public Comments: No Public

Continued Business:

- **Restroom Projects:** As covered under Special Agenda Items
- **Other concerns** listed in the engineers report is the area by the backdoor and support beam that is rusting. Director Bell Moore will contact Blair Bates to request his suggestions on the repairs needed in this area. The Board consensus was to hold off any other projects until it is determined the cost for the beam repairs and if more can be done to repair the front wall.

New Business:

- **Staff Bonuses:** *Motion to approve payment of one time bonus to eligible employees as budgeted for 2008-09. Roll call vote: Gelbaugh yes, Heed yes, Davis yes, Prentice yes, Haan yes, Klein yes, Keeney yes. 7 yes 0 no Carried.*

Next Meeting January 20, 2009

Meeting adjourned at 8:40 p.m.

Respectfully submitted,
 Connie Haan
 Secretary

