

Minutes of the Charles A. Ransom District Library Board of Trustees – November 18, 2008

Meeting was called to order by President Asselmeier at 7:05 p.m.

Members Present: Keeney, Asselmeier, Gelbaugh, Davis, Klein, Prentice, Haan

Members Absent: Heed

Director Katie Bell Moore

No Public

Special Agenda Items:

- Discussion on items in Burchfield Room and how to determine true value and where to house items that may be moved when the room is renovated. Also discussion on disposing old books with no value.

Minutes:

- Minutes of the October 21, 2008, were reviewed. *Motion Klein/Davis to approve as written. Motion carried.*

Treasurer's Report:

Motion Klein/Haan to transfer the following items as recommended. Motion Carried.

- Transfer \$12, 853.00 from the General Fund to 7006 Retirement/SEP) correction amounts paid in July and August. Transferring this amount will restore the original intended balance of \$6,823.00 which has been budgeted for 2008-09 bonuses.
- From 7032 (Supplies-Office) \$14.00 to 7031 (Supplies- Computer)
- From 7032 (Supplies-Office) 791.00 to 7036 (Supplies-Processing)
- From 7040 (M&R Equip. Copier) \$119.95 needs to be reassigned to 7024 (Equipment Maintenance)
- From 7051 (Conferences) \$441.23 will stay unchanged for now, waiting for reimbursement form MLA for unnecessary conference registrations.
- From 7070 (Cooperative Payment) \$1650.00 will be reimbursed by Coop.

President's Report:

- Nehil Sivak will assess whether there has been continuing movement of the building. The last report was 3 years ago. This information is necessary before any renovation work can begun.

Director's Report :

- Building- Fire Alarm system has been tested and repairs where needed completed
- Rod Janes found picnic tables to replace tables along river
- Friends Book Sale: November 21 and 22
- Barnes and Noble will sponsor a book fair from November 28 to Dec 5 for the Library
- Deanna House will be at the Library on November 20th
- Suzanne Higgs will present a workshop on November 29
- Sandy Stamm will do a workshop on homemade Christmas cards on December 1, 2008
- Library redesigned website is completed
- Possible change on how materials are ordered from Baker Taylor to Title Source

Committee Reports:

- Budget: Gelbaugh reviewed the draft audit report; she will contact the auditor with follow up questions and report back at the December meeting.
- Building and Grounds: Davis gave an extensive report and handed out bids for projects, including renovation/repairs to the restrooms, painting the library and renovation/repairs for the Burchfield Room. Also discussion on painting a mural on the one wall of the children's area and around the fireplace. A follow up special meeting will be called to discuss the renovations and plan out the projects. The general consensus of the board was a project to paint murals should be paid by donated funds. The board also viewed a DVD prepared by the Portage Library about art in Libraries.
- Endowment: No report
- Personnel: No report
- Public Relations: No report

Trustees Comments: General comments regarding future growth projects to be complete in the future.

Comments from the Public: No public

Continued Business:

Director Bell-Moore submitted a list of bids for snowplowing, she is recommending Todd Ketchum. In the past Whitneys' have plowed, however, they do not shovel and salt. She feels salting the parking lot is very important, there were several complaints last year and with the newer pavement the parking area gets very icy. Motion Davis/Haan to hire Todd Ketchum as recommended by the Director to snowplow, shovel and salt the parking lot and walkways. Motion Carried.

New Business: Audit was discussed under Committee Reports

Adjournment: 8:40 p.m.

**Respectfully submitted,
Connie Haan
Secretary**