

# Minutes of the Ransom District Library Board of Trustees – Regular Meeting January 18, 2011

Meeting was called to order by President- Asselmeier at 6:30 p.m.

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

Director Katie Bell Moore

Assistant Director Erin Marsh

Guest: Jeff Waltermire – Patron

Jim Meles – Edward Jones

Friends Representative – Friend’s President Nancy Norman

## Special Agenda Items:

Jeff Waltermire brought his concern that” Policy 12 – Patron Rights and Responsibilities” has a statement that did not abide by Michigan state statue. Under “Patrons are not permitted to engage in the following behaviors on Library property”, there is a statement that says, “carrying a weapon in the Library unless carried by an officer on duty”. Mr. Waltermire submitted documents that support his opinion that the statement made in the policy goes against state statues and thus needs to be changed or removed. President Asselmeier thanked Mr. Waltermire for bringing this to the attention of the Board and the Board will investigate his concern and make any changes to the policy that would be required to abide by state statues. It was explained to Mr. Waltermire that any changes in the policy would take at least 2 readings from the time a policy is submitted.

Jim Meles arrived at 7:00 at the request of the Board to discuss options for funds to be place in FCIA insured accounts. He presented an option to the Board managed by Edward Jones called “Insured Bank Deposit Program. The Board will continue discussion of this issue under Continued Business.

Consent Agenda-Minutes of the December 14, 2010 meeting.

*Motion Heed/Keeney to accept the minutes as written. Motion Carried.*

Financial Report: Review of Budget – See Budget Committee Report below.

President’s Report: No report

Director’s Report:

## **Financial**

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- Jim Meles has notified me that Edward Jones now has some new programs in place to keep all of our funds that we invest with him insured. I have asked him to attend our next board meeting to explain these options.
- Alan and I attended the Cooper Township board meeting on January 10 and gave an update on the library.
- I have volunteered to serve on the city of Plainwell’s “M-89 Corridor Improvement Committee,” which will be working on making the major M-89 reconstruction project proceed as smoothly as possible.
- The Library is once again partnering with Life Care Center of Plainwell to host the Senior Expo, which is scheduled for March 16.

- The adult reading program will begin on Feb. 17 . This year's theme is "Unlock the Magic of Ransom Library".

#### Committee Reports:

**Budget:** The Budget Committee did meet and reviewed income and expenses at the mid point of the fiscal year. The Committee recommended several changes in the budget to accomplish a goal of purchasing additional computers from present operating funds. A list of changes were presented to the Board.

**Buildings and Grounds:** A meeting was scheduled for Sunday, January 23<sup>rd</sup> to being a time line and process to look into use of present space, expansion or relocation of the Library and to put together RFP to begin the process.

**Endowment:** No Report

**Personnel:** No Report

**Public Relations:** No Report

**Trustee's Comments:** Prentice complimented the Friends on the improvements made in the book sale. He was impressed by the way the books were categorized and appreciated the way the back room was set up. He thanked the Friends for a job well done and expects the word to get around to a group of people who frequent book sales who in the past did not consider Plainwell a regular stop.

Klein asked about e-book training for patrons, Marsh explained that this is planned but not until the staff has had a chance to become more proficient.

The Board also appreciated the Annual Report from the Friends of the Library dated October 2009-10.

**Public Comments:** No Public Comments

#### Continued Business:

**Strategic Plan –** Director Bell Moore provided the Board a time line and action item responsibilities to address the goals and objectives listed in the Library Strategic Plan.

**Edward Jones accounts –** the Board discussed the accounts and funds at Edward Jones and whether moving funds to FCIA accounts would be best. Presently the funds are in insured CDs and in Treasurer Bonds. The consensus of the Board is to leave the funds in the present investments.

#### New Business-

**Computer Bids –** Director Bell Moore provided the Board with a bid from CTS to upgrade computers for staff. This is the only bid that was received. The total bid is for \$9203.24. Reviewing the items Haan asked if the Board would consider deducting the cost of two leather computer cases at \$145.62 to look for less expensive options for the laptops.

*Motion was made by Klein/Keeney to allow up to \$9300.00 for purchase and installation of 5 desktop and 2 laptop computers, while deduction the Item no. 10 Executive Leather Case from the bid. Roll call: Heed yes, Klade yes, Klein yes, Prentice yes, Keeney yes, Gelbaugh yes, Haan yes, Asselmeier yes.*

*Motion carried 8 yes 0 no.*

Budget Revision: The Board reviewed the Budget Committees suggestions for revisions in the Operating Budget for fiscal year 2010-11. *Motion Klein/Klade to approve the Budget Committee's recommendation of transfers in the Operating Budget of 2010-11 with one correction Line item 7007 Youth Books should be 7008. Roll call: Heed yes, Klade yes, Klein yes, Prentice yes, Keeney yes, Gelbaugh yes, Haan yes, Asselmeier yes.*

Policy 12 Patron Rights and Responsibilities – The Board asked Director Bell Moore to investigate the way other Libraries handle this issue.

Meeting was adjourned at 8:10 p.m.  
Respectfully submitted,  
Connie Haan Secretary

Next meeting February 15, 2011