

## Minutes of the regular meeting of the Charles A. Ransom District Library Board of Trustees- September 20, 2011

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

Members present: Gelbaugh, Keeney, Klade, Vance, Klein, Haan, Asselmeier

Members absent: Heed

Director Bell Moore

Assistant Director: Gross

Phil Caruso- Representing the Friends-

### Special Agenda Items:

Guests - Dennis Jensen- representing C2ae, Art Johnson and Michael Gentner representing Inspecol Engineering, Inc.

Dennis Jensen presented an overview of the proposal submitted to the Board to investigate the possibilities for expansion of the Library at the present location. He also explained the type of reports that will be obtained and the fee structure that was presented in the proposal.

Also in attendance were two representatives from the engineering company that will work with C2ae on this project.

### Minutes-

Minutes of the August 16, 2011, meeting were reviewed. *Motion Klein/Klade to approve as written, carried.*

### Financial Report-

The Year to Date Finance Report was reviewed.

Director Bell-Moore asked that the following transferred be approved.

Transfer \$519.00 from 7070 to 7080 Capital Outlay (for purchase of new refrigerator)

Transfer \$1250 from 7007 to 7083 Capital Outlay (for Library's matching contribution to the BTOP grant for computers) *Motion Vance/Haan to transfer funds as requested, carried.*

### President's Report - No report

### Director's Report

#### Financial

- The new budget is in place, and Phil and I are working on preparing for the upcoming audit.

#### Programs/Services

- The summer reading program has wrapped up for another fun year. We had 272 total participants.

#### Administrative

- The old smoke detectors have been replaced, and I let Bill Bomar know that we had taken the responsibility to fix this problem. Hopefully, this will be the end of our false fire alarms!
- We received four responses to our RFP for the building study. Copies are in your mailboxes.
- We posted Erin's position on several library listservs and have received several applications.
- Kim Bowe's daughter, Emily Elizabeth, was born on Aug. 9<sup>th</sup>. The whole family is doing very well! Kim will be off until approximately Oct. 24.
- Long time Friend of the Library Viola Novicki passed away on Aug. 10. I do not have details yet on her services but will pass those along when I receive them.
- The library contributed a letter of support to a grant the city of Plainwell is submitting for a project to install plaques explaining the history of historic buildings downtown. Sandy Stamm is doing the research for this project.

### Committee Reports

Budget- No Report

Building and Grounds - Set meeting to review proposal time line

Endowment - No Report

Personnel - No Report

Public Relations - No Report

### Trustee Comments- No Comments

Comments from the Public – No comments

### Continued Business-

#### Circulation Policy Revision-Second Reading

*Motion Keeney/Klein to approve revisions to Circulation Policy as written, Roll Call vote:  
Klein yes, Klade yes, Vance yes, Gelbaugh yes, Keeney yes, Haan yes, Asselmeier yes, carried.*

#### Building RFP

The Building and Grounds Committee met to review all the proposals that have been received to investigate the possible expansion of the Library. The Committee recommends the Board accept the proposal from C2ae. After discussion of the options and the review of the presentation from C2ae  
*Motion Haan/Klein to engage C2ae and accept their proposal dated August 11, 2011, not to exceed \$16,000.00. And to authorize the Director to sign a contract approved by the Building and Grounds Committee with C2ae. Roll call vote: Klein yes, Klade yes, Vance yes, Gelbaugh yes, Keeney yes, Haan yes, Asselmeier yes, carried*

### New Business-

Patron Policy – Patron Policy revision was presented. Klein suggested that this should be considered a first reading and the board should not vote on the revision at this time. The Patron Policy revision will be added to the October agenda as a Continued Business item as a second reading.

Motion to adjourn at 8:45 Keeney/Klein

Next Meeting will be October 18, 2011

Respectfully submitted,  
Connie Haan, Secretary