

Minutes of the Charles A. Ransom District Library Board – September 18, 2007

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

Minutes of the July 17, 2007 meeting were reviewed. Motion (Keeney/Klein) to approve as written. Motion carried. Due to a lack of a quorum at the August meeting no minutes were written.

Financial Report:

- Final statements for the fiscal year 2006-07 are being prepared.
- Statements for August were not complete
- Gelbaugh reported 2 CD's will come due in the next few months, should the money be reinvested in 12 month or 6 month CD's. Board consensus was to reinvest in 6 months.

President's Report: Asselmeier read the following written statement:

This year we should focus on three items. First, we should continue to explore new ways to help our financial situation. It is not dire but we need to remain vigilant that our non-discriminatory spending does not eclipse our ability to provide quality service to our expanding cliental. Health care, retirement accounts and wages need to be annually reviewed. Secondly, in an auxiliary role this library has much to offer the community and school system. I hope the Board continues to actively support efforts by Katie and her staff to assist the community. Offering Saturday morning computer literacy classes or resume design classes have always been popular. These programs are invaluable to our community. Lastly, we will make considerable progress towards completing a strategic plan. Simply put if we don't know where we are going how do we determine when we arrived? Thank You

Director's Report:

Building/Grounds

- The severe thunderstorms that hit the area at the end of the month caused the library to be without power for almost three whole days. We closed at about 6 pm on Thursday, August 16th and could not reopen until the following Monday. Therefore, our circulation, gate count and Internet statistics show a decrease for this month, due to being closed for almost two and a half days.
- Brian Stefl of Landscape Designworks has submitted a cost estimate for the project to remove the old shrubs at the building entrance, which I have included with this board packet. I am also including his estimate to bring the level of the lawn back up even with the surface of the new parking lot. This is important to protect the edges of the asphalt, and is also a safety issue because in some areas the difference between surfaces is about 3". This is not any fault of the parking lot contractor and is a common follow-up to parking lot repaving.
- Finally, Landscape Designworks had to do a significant amount of work on our sprinkler system. There was a leak underneath the pavement at the entrance driveway, probably from the parking lot work. They repaired the leak and also had to replace 6 sprinkler heads. They also had to replace 20 rotors (from the original system) that were either not turning or would not pop up. Brian reduced his labor charge on this project to help keep costs down, to \$888.

Meetings/Programs

- August was a slow month for programs, as we mainly took a breather after the Summer Reading Program!
- On September 20th, Erin will be leading an "Intro to Geocaching" program that will introduce families to this hot new hobby.
- We are very excited about a program coming up on September 27th. The PETCO company held a contest to find "America's Most Talented Pet" and Toula, a rescued Border collie from Plainwell, was the winner! Toula will visit the library on September 27th for a gala celebration. Stay tuned for more details!
- The Friends will hold a booksale on Friday and Saturday Sept. 21 and 22

Services

- We are preparing to start offering computer/Internet classes to the public on a regular basis. Warren Fritz, who also works at the Kalamazoo and Parchment libraries, will be teaching the classes. Classes will be held mainly in the mornings, from 9-10 am before we are open to the public – that will allow for

uninterrupted use of all 8 public workstations. Classes will cover computer basics, email, and Internet use initially, with more topics added if interest indicates.

- We will be distributing another newsletter insert in the Shopper's Guide the first week in October. We will be doing this once every quarter this year.
- We are finally working out the technical kinks in our new website. Please take a look at www.ransomlibrary.org, and don't miss the Director's Blog at <http://fromthedirectorsdesk.blogspot.com/>

Committee Reports:

Budget: No Report

Endowment: No Report

Building and Grounds: Time to take a walk around the Library for future projects

Personnel: No Report

Public Relations: No Report

Trustee's Comments:

- Prentice questioned the dress of some of the employees and asked if Katie had a similar concern. Discussion on supporting Katie to advise the staff to dress properly. The consensus of the Board was that dress could improve and would like to avoid an official dress code.

No Public

Continued Business:

- Chris Haas has been hired to act as Assistant to the Youth Department
A motion (Davis/Keeney) to formally hire Chris Haas as an employee to assist in the Youth Department. Motion carried.
- Heating System Replacement: Four companies were asked to quote on replacing the 4 heating units on the roof. Quotes were received from Mall City Mechanical, Kalamazoo Mechanical, and Mahoney & Co.
 - The Board reviewed and compared all the bids and decided to give the job to Kalamazoo Mechanical. Kalamazoo Mechanical had the best price. They also installed the existing units and have always been responsive when there was a need for service.
Motion was made (Davis/Keeney) to accept the bid from Kalamazoo Mechanical to replace all four RTU units at a cost not to exceed \$15,500. Roll call vote: Gelbaugh yes, Keeney yes, Davis yes, Klein yes, Prentice yes, Haan yes, Asselmeier yes. Motion carried 7 yes 0 no
- Two quotes from Landscape Designworks to make improvements to the lawn and landscape. The first is to build up the ground around the new driveway to avoid the driveway from chipping at the edges. The board consensus was to agree that this should be done to protect the driveway.
Motion (Davis/Klein) to hire Landscape Designworks to install topsoil and grass seed around the edge of the new parking lot not to exceed an expense of \$1300.00 Roll call vote: Keeney yes, Davis yes, Gelbaugh yes, Klein yes, Prentice yes, Haan yes, Asselmeier yes. Motion carried 7 yes 0 no

The second quote was Phase I of a plan to remove the large bushes along the entrance and the brick walls along the Sherwood Street sidewalk. The Board agreed to table this project until a design and cost for Phase II replacement can be reviewed.
- Review copier prices, coffee prices and limit on items a person can check out.
Haan, as past chairman of the policy committee, will work with Katie on policies changes Katie has recommended. This will be addressed at the October meeting.

New Business: No new business

Next Meeting October 16, 2007

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Connie Haan, Secretary

