

**Minutes of the regular meeting of the Ransom District Library Board of Trustees  
January 19, 2021**

**Meeting was called to order on Zoom at 7:03 pm by President Asselmeier**

**Members present: Asselmeier (Cooper) Haan (Gun Plain), Gelbaugh (City of Plainwell), Harter (Gun Plain), Klade (Gun Plain), Parsons (City of Plainwell), Klein (Cooper) Keeney (City of Plainwell)**

**Director Gross  
Assistant Director Marsh  
No Public**

**Special Agenda Items: No items**

**Consent Agenda: Motion Harter/Parsons to approve minutes of the December 8, 2020, regular meeting as written. Motion Carried. Roll call – Keeney yes, Haan yes, Gelbaugh yes, Parsons yes, Asselmeier yes Harter yes, Klade yes Klein yes**

**Financial Report: Gross reviewed the written financial report. After 6 months 17% of the budgeted income has been received and 39% has been spent. The transition cost are settling out now that the old building has been torn down.**

**President's Report- No Report**

**Director's Report – Gross reviewed written Director's report. On January 5<sup>th</sup> State Rep Mary Whiteford on a Zoom meeting spoke of the Library. She has been invited to tour the building, which she did on the 7<sup>th</sup>. She was impressed by the facility.**

**Committee Reports**

**Budget – A meeting is planned for January 30<sup>th</sup> at 11:00 am on Zoom**

**Building & Grounds – No report**

**Building- the parking lot is being to take shape, weather permitting the work will continue. Small fixes are underway as the Library gets settled. The Drop Box has been redone to fix some design issues. The snowmelt system is working for the walkways.**

**Endowment- No Report**

**Personnel – no report**

**Public Relations – thanked Erin for taking the lead on the newsletter. Great communication piece and sent to the whole district**

**Trustee Comments: Tom Klein suggested Director Gross reach out to other government representative who represents areas of the District.**

**Comments from Public – no public**

**Continued Business – no continued business**

**New Business-no new business**

**Motion to Adjourn Keeney/Parsons at 7:35 p.m. Carried. . Roll call – Keeney yes, Haan yes, Gelbaugh yes, Parsons yes, Asselmeier yes Harter yes, Klade yes Klein yes**

**Next meeting February 16, 2021**

**Respectfully submitted  
Connie Haan, Secretary**

**Board of Trustees Meeting  
January 19, 2021**

**Director's Report**

**Financial**

- At the end of 6 months, we have received 17% of our budgeted income, and we have spent 39% of our budgeted expenditures.

**Administrative**

- The Library was closed for in-person services from December 23 – 27 (we would already have been closed on the 24<sup>th</sup> and 25<sup>th</sup> for Christmas) due to a staff member testing positive for COVID-19. I closed the building for ten days, retroactive to the last time the employee was present. All exposed staff tested negative, and the Library has compensated each employee for testing expenditures if there were any.
- The Board-approved Annual Audit has been filed with the state, as has our Bond Audit.
- I am finalizing the Annual Report with the Library of Michigan this week. Proper completion of the Annual Report qualifies public libraries in Michigan for State Aid, which should amount to approximately \$12,000 this year.
- On January 5, I met with our State Representative Mary Whiteford on a Zoom meeting to talk about the Library. I invited her to come tour the building, which she did on the 7<sup>th</sup>. She was very impressed with our new facility.