

**Minutes of the Regular Meeting of the  
Charles A. Ransom District Library Board of Trustees**

**April 16, 2019**

The meeting was **called to order** at 7:05 p.m. by President Asselmeier.

**Members present:** Asselmeier, Gelbaugh, Keeney, Klein, Parsons, Raven.

**Members Absent:** Haan, Klade

**Director:** Gross

**Assistant Director:** Marsh

**Public Present:** Phil Caruso

There were no special agenda items.

**Minutes:**

The minutes of the regular board meeting of March 19, 2019 were reviewed. A motion was made (Klein/Keeney) to approve the minutes as written. The motion carried unanimously.

**Financial Report:**

The written financial report was reviewed by Director Gross. YTD income is 100% of budget and expenses are 67% of budget. At Treasurer Gelbaugh's request, Director Gross has broken balance sheet into 3 separate reports to more clearly illustrate debits and credits related to bond monies. All reports are attached.

**Director's Report:**

As written and attached.

Gross advised the board that a date for a groundbreaking ceremony will be decided upon soon. It is hoped that it will occur in late July. The date must be approved by CSM.

Assistant Director Marsh reported that Spring Break programs were very well attended, with approximately 200 people enjoying the Princess Party on April 3. The library hosted a sesquicentennial event on April 6: the Kalamazoo Book Arts Center helped families to make handmade paper. Mr. Tom Doss, a former Otsego mill employee, was on hand to compare the commercial papermaking process with the handmade technique, which added historical context to the event.

**Committee Reports:**

Budget: Committee met on 4/6/19 to begin to prepare the 2019-2020 budget.

Building and Grounds: Did not meet

Building: The project has moved into the "Design Development" phase, and fitting out the interior is the current focus.

Endowment: Did not meet

Personnel: Did not meet

Public Relations: Sue Raven is going to chair this committee going forward.

**Trustee Comments:**

Parsons mentioned that some patrons have commented to him that the Burchfield Room is spare and needs some decorating.

Klein would like to see a compass rose installed in the new building, with the coordinates for magnetic north indicating where it lay when the building was constructed. He requested that the Building Committee investigate cost (most likely will need to be budgeted for outside of project.)

**Continued Business:** None

**New Business:**

First reading of the 2019-2020 budget. The midyear market correction to salaries (December) is not related to salary increases in the next fiscal year.

Gross is substantially increasing audiovisual budget as an attempt to get in front of changes to digital library services. Additional funding will allow the library to purchase more enhanced services that directly benefit Ransom's patrons.

A discussion of honorifics for spaces in the new library and what to do with artifacts in the existing building was initiated for the Board's consideration.

**Motion to adjourn** (Keeney/Klein): Meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Erin Marsh,

Substitute Secretary