

***Minutes for the regular meeting of the Ransom District Library Board of Trustees  
June 15, 2021***

Meeting was called to order by President Asselmeier at 7:03 p.m.

**Members Present**

Asselmeier, Gelbaugh, Harter, Keeney, Klade, Klein, Parsons  
Haan was present via Zoom from Bonita Springs, FL  
Director Gross, Assistant Director Marsh

**Special Agenda Items**

None

**Consent Agenda**

Minutes of the May 18, 2021 Regular Meeting of the Ransom Library Board  
A motion was made (Gelbaugh/Parsons) to approve minutes with the correction of the grand opening event time (changed from 5:215 to 5:15.) The Board voted unanimously to pass the motion.

**Financial Report**

The Library has received 105% of its budgeted income. Total expenditures are at 78%.  
The transition of costs between the Burchfield Building and the New Building will be complete as of 6/30/21.

**President's Report**

None

**Director's Report**

As attached

**Committee Reports**

- **Budget**—did not meet
- **Building and Grounds**—did not meet—Director Gross noted that there is a plan in place to deter the geese that have found the parking lot. Whirligigs and a sonic vibration machine have been set up to address the problem.
- **Building**—The parking lot puddle has been corrected with an asphalt patch. Adding to the irrigation system is in consideration.
- **Endowment**—did not meet
- **Personnel**—Macy Walters has announced her resignation, effective June 18.
- **Policy**—the 1<sup>st</sup> Reading of a new security camera policy will take place tonight during the New Business phase of the meeting.
- **Public Relations**—The next newsletter will be mailed to homes in the library district in early July. Publicity will go out soon for the Grand Opening, set for August 5 at 5:15 p.m.

**Trustee Comments**

Keeney noted that Councilman Todd Overhuel is back at City Council meetings after a long battle with COVID-19.

**Comments from the Public**

None

**Continued Business****2021-2022 Budget—2<sup>nd</sup> Reading**

- Changes were made to address the departure of Walters and arrival of Mattson. A motion was made (Keeney/Gelbaugh) to accept the budget with those changes to the salary budget. A roll call vote was taken, and it passed unanimously.

**New Business**

- **Library Officers and Committee Assignments**

Keeney moved to accept a slate of officers with no changes. Harter seconded the motion. The slate passed unanimously.

- **Security Camera and Confidentiality Policies—1<sup>st</sup> Reading**

- **New Head of Adult and Reference Services**

Analiase Mattson has accepted an offer to come on board as the Head of Adult and Reference Services. She will start work July 20.

**Next meeting: July 2021 at 7:00 p.m.**

**Adjournment**

Meeting was adjourned (Keeney/Harter) at 8:08 p.m.

Respectfully submitted,  
Erin Marsh  
Assistant Director

**Board of Trustees Meeting  
June 15, 2021**

**Director's Report**

**Financial**

- At the end of 11 months, we have received 105% of our budgeted income, and we have spent 78% of our budgeted expenditures.

**Administrative**

- The Library has received \$3,500 for our CARES Grant to offset the costs of chromebook and windows laptops we have purchased for patron use within our building.
- Our municipal advisors, PFM, have helped us determine our debt levy calculation for the upcoming fiscal year. We will levy the same amount as last year, .76 mills.
- The Library's health insurance plan has been renewed for the upcoming fiscal year at a 2.5% increase.
- As of June 1, 2021, the Library has moved to the "honor system" regarding the wearing of masks in our building to prevent the spread of COVID-19. In keeping with recommendations from the Michigan Health and Human Services Department, we now ask only non-vaccinated patrons to wear a mask.
- We have received our official Certificate of Occupancy from the City of Plainwell, as well as the project close-out documents from our construction managers, CSM.
- The Library is saying goodbye to Macy Walters, who has been with us for nearly eight years. She has found a management position with the Brownfield Development Authority in Kalamazoo. We are very proud of Macy and appreciative of her great contributions to the Library.
- I have hired Analiese Mattson to become our Head of Adult and Reference Services, a position she has held most recently at Georgetown Public Library (class V). This is a new management position for our Library, one that will help support the substantial community investment in our new facility.