

## **Minutes of the regular meeting of the Charles A. Ransom District Library – Board of Trustees – September 19, 2017**

Meeting was called to order by President Asselmeier at 7:02 p.m.

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

Director: Gross

Assistant Director: Marsh

Minutes: Minutes of the July 18, 2017 minutes

*Motion Vance/Klade to approve the July 18, 2017, minutes as written. Motion Carried*

NOTE: There were no minutes for the August meeting due to a lack of a quorum.

Financial Report: The written financial report dated August 31, 2017, was reviewed by Director Gross.

President's Report: No report

Director's Report: Written report was reviewed with the Board.

One highlight was the response to the event held for the solar eclipse with over 500 attending. Also the summer reading program had over 620 registrations and 48% of those participating completed the 5 book goal.

### **Committee Reports**

Budget – No report

Building and Grounds No report - Question to confirm snow plowing is set up – yes

Building – report move to continued business

Personnel- No report

Endowment – No report

Public Relations – No report

Trustee Comments: No comments

### **Comments from the Public:**

Phil Caruso commented that it was good to see the Board was going forward to make decisions on expanding the building. Books sale is scheduled for the upcoming Saturday.

### **Continued Business:**

Building Committee recommendation.

Members include: Keeney, Gelbaugh, Klade, Asselmeier, Marsh, and Klade.

The Building Committee has met several times to discuss building plans for the future and ways to go about addressing the different pieces that need to be put into place to provided added space to the Library. There was a lengthy discussion on direction and a recommendation from the Building Committee to enter into an agreement with CSM Group to assist in the planning phase for the building.

The Board asked for a written request to be submitted after the meeting to properly describe the actions of the Building Committee and the recommendation being made. This written request is attached to the minutes.

The following motion was made based on the discussion and other information provided by the Building Committee.

*Motion Haan/Keeney to engage the CSM Group per the proposal and letter dated September 19, 2017, from the CSM Group describing the scope of work they will provide and a final proposed fee of \$15,000. Roll call vote: Klade yes, Vance yes, Klein yes, Gelbaugh yes, Parsons yes, Haan yes, Keeney yes, Asselmeier yes. Motion Carried.*

*New Business – no new business*

*Motion to Adjourn Keeney/Klade at 8:30 p.m.*

*Respectfully submitted*

*Connie Haan, Secretary*

***Building Committee Recommendation of CSM to the Ransom District Library Board of Trustees. September, 2017.***

***The Building Committee of the Ransom District Library met on August 29 in the Burchfield Room at the Library. Our intention was to come to a consensus about a recommendation to the Board of Trustees regarding whether to build a new library facility or renovate and expand the current facility. We debated for two and a half hours, and struggled to come to a conclusion. The committee decided to consult with a construction manager about the pricing we received in 2012 on potential new library models.***

***After researching firms in the area, we contacted CSM group in Kalamazoo. Our reasons for contacting CSM in particular included the work they have done locally building peer-sized libraries (Otsego and Paw Paw) and the high recommendations we received on the company from the directors of those libraries. Those recommendations ranged from excellent transparency to cost effectiveness. In speaking with representative Lori Green from CSM, it became clear to us that the Board of Trustees and the Building Committee need assistance in deciding what conceptual model to follow for our new facility, especially if we hope to stay on target for a potential bond issue on August 2018. We asked Lori if she and CSM could provide a proposal for conceptual design and other pre-bond work.***

***Lori and the CSM group provided the Building Committee with a proposal that we were able to compare to similar proposals we previously received from Eckert-Wordell and F,T,C & H. The CSM proposal compared favorably in terms of cost. We were also impressed with CSM's commitment to working with non-profits, highlighted by \$10,000 worth of pro-bono work (Gift-in-Kind donation). CSM represents the third organization that has made a proposal to the library.***

***For these reasons, along with the fact that we have found Lori Green and Rob Rohman of CSM group to be highly communicative and responsive, the Ransom District Library Building Committee recommends to the RDL Board of Trustees that we engage CSM to act as our Construction Management team for Pre-Bond Planning Support and implementation of our project if it moves forward.***

***Joseph Gross  
Library Director & Building Committee Chairman  
Ransom District Library***