

**Minutes of the regular meeting of the Charles A. Ransom District Library Board of Trustees  
November 15, 2016**

**Meeting was called to order by President Asselemeier at 7:05 p.m.**

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

**Director: Gross  
Assistant Director: Marsh**

**Public: Phil Caruso**

**Special Agenda Item:**

**The Board welcomed the new Superintendent of Plainwell Community Schools Matt Montange. Discussion on ways the Library and Schools can work together for the students.**

**Consent Agenda: Minutes of the October 18, 2016, regular meeting.**

***Motion Vance/Klein, to approve the October 18, 2016, minutes as written. Motion carried.***

**Financial Report: Director Gross reviewed the written financial report with the Board.**

**Finances are on track per the time of the year, with 20% of income received and 35% of the budget spent.**

**Director's Report: written- Gross reviewed written report.**

**Highlights were the installation of the new Server, which includes a more secure back up system. Also the hiring of a new bookkeeper, Sallie Tallon, to replace Phil Martin. The Board expressed appreciation to Phil Martin for his hard work on behalf of the Library and wishes him well in his retirement.**

**Assistant Director Marsh attended Gilkey night and signed up 14 new patrons. The Zombies vs. Humans event attracted 54 Nerf participants. Summer Reading is in the planning stages.**

**Committee Reports**

**Budget - no report**

**Building and Grounds: All set with the plowing contracts**

**Endowment - Klade is working with Ed Jones and the paperwork for final reinvestment of the CD's**

**Personnel - no report**

**Public Relations: Vance spoke to the Scout Master regarding a Scout doing an Eagle Scout project at the Library. Also discussed ways to "advertise" Library services and events.**

**Trustee Comments: no comments**

**Comments from the Public:**

**Phil Caruso mentioned the upcoming Friends Book Sale on Saturday November 20<sup>th</sup>.**

**Continued Business:**

**Circulation Policy – 2<sup>nd</sup> Reading**

*Motion Vance/Klein to approve the revisions as presented to the Board of Policy 1, Circulation Policy, dated revision November 2016. Roll call vote: Klein yes, Keeney yes, Vance yes, Haan yes, Parson yes, Asselmeier yes. Motion Carried 6 yes 0 no.*

**New Business:**

**End of year employee bonuses**

*Motion Keeney/Haan to pay end of year bonus as budgeted to eligible employees.*

*Roll call vote: Keeney yes, Haan yes, Klein yes, Vance yes, Parsons yes, Klein yes, Asselmeier yes. Motion carried 6 yes 0 no*

*Motion was made by Klein/Keeney to adjourn at 8:30 p.m.*

**Respectfully submitted,**

**Connie Haan**

**Secretary**