

## **Minutes of the regular meeting of the Ransom District Library Board of Trustees November 20, 2018**

**Call to order by President Asselmeier at 7:05 p.m.**

**Members present: Melissa Gelbaugh, Tom Klein, Lee Klade, Sue Raven, Connie Haan,  
Alan Asselmeier**

**Members absent: Roger Keeney, Bill Parsons**

**Director: Joe Gross**

**Assistant Director: Erin Marsh**

**Public: Pat Vance, Phil Caruso**

**Special Agenda Items: no items**

**Consent Agenda: Minutes of the October 16, 2018 regular meeting. Motion Klein/Klade, to approve the October 16, 2018, minutes as written. Carried**

### **Financial Report:**

**Gross reviewed the written financial report. As of YTD received 24% of budgeted income and expenditures were 36% of budgeted expenses. Discussion on Personal Property Tax Refund - not a clear understanding of how this is calculated. Just told the Library received what was calculated per a formula.**

**President's Report - no report**

**Director's Report - written - discussion of meetings with Tower Pinkster and CSM Group on building design.**

**Assistant Director: Sixty six children attended the Scream-athon and 88 4<sup>th</sup> to 7<sup>th</sup> graders participated in Nerf War. Gross shared area - other Libraries are copying programs that have been started at Ransom.**

### **Committee Reports:**

**Budget no report- schedule a meeting in January for mid-year review**

**Building and Grounds no report**

**Building - will be scheduling**

**Endowment no report**

**Human Resources no report**

**Public Relations - Gross sent article to paper about bond but the article was not published**

### **Trustee Comments:**

- **Klein asked whether building plans call for a History room open to the patrons...answer yes .**
- **Complimented Joe Gross for his great talent playing the guitar.**
- **Klein suggested any approval applications needed from the DNR or DEQ should begun soon, asked Gross to follow up with Pinkster Tower on timing of any filing to the DNR or DEQ.**

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

- **Pat Vance reported the City of Plainwell will be using the pine tree near the sidewalk as their City Christmas tree this year. This tree would have been cut down when construction begins.**
- **Phil Caruso reported the last book sale netted \$400+.**
- **Pat also mentioned Geo Thermo is often installed under parking areas.**

**Continued Business - no continued business**

**New Business:**

- **Approval of Annual Audit – Motion Klein/Klade to accept the draft audit report as printed dated Year End June 30, 2018. Motion Carried**
- **New Bank Accounts- After discussion, Motion Haan/Klein to open two (2) bank accounts one to make payments for bond debt and the second account to pay capital expenditures. The accounts will be opened at Huntington Bank. Huntington Bank is the paying agent. Carried**
- **Motion to assign and approve Alan Asselmeier, Joe Gross and Sallie Tallon to sign the signature cards for the two bank accounts being opened at Huntington Bank, one for capital expenditures and one for bond debt. Carried**
- **Bonus – Motion (Klade/Gelbaugh) to approve bonus for eligible employees as budgeted. Carried**

**Motion to adjourn: Klein/Klade at 8:30 pm**

**Respectfully submitted  
Connie Haan, Secretary**