

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

Meeting was called to order by Vice President Klein at 7:01 pm.

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

Members absent: Asselmeier, Klade

Director: Gross

Assistant Director: Marsh

Public: Phil Caruso

TowerPinkster: Adam Doublestein, Mike Galovan

CSM Group: Rob Rohlman

Special Agenda Items:

Adam, Mike and Rob reviewed a time line of action items for the building expansion project.

They also presented an overview of the idea boards being used to get concept ideas from the stakeholders at stakeholders meetings. The stakeholders are asked to place stickers on the pictures of ideas and concept they would like to see incorporated in building plans. The Board Members also reviewed the concept boards and placed stickers on concept ideas they individually would like to see in the expansion plans.

Minutes:

Minutes of the October 17, 2017 regular meeting were reviewed.

Motion Vance/Parsons to approve as written. Motion Carried

Minutes of the November 21, 2017 regular meeting. There are no official minutes for this meeting due to the lack of a quorum. Notes of the meeting were attached to the meeting packet and will be placed in the Board Minutes files.

Financial Report:

The written financial report was reviewed by Director Gross.

President's Report: No report

Director's Report: written and attached.

Assistant Director Marsh discussed reaching out to elementary and visits to schools.

Committee Reports

Budget - due for a review in January. Will call a budget meeting

Building and Grounds: no report

Building - TowerPinkster report

Endowment- no report

Personnel- no report

Public Relations - no report

Trustee Comments: Congratulations to Joe Gross for completing his degree in Library Science.

Comments from the Public: no comments

Continued Business:

Review and acceptance of 2016-17 Audit. The final audit was available for board review prior to the meeting. All was reported to be in good standing. Motion Gelbaugh/Vance to accept the 2016-17 Audit as presented by the auditors. Motion carried.

New Business:

Staff Bonuses: Staff bonus funds are budgeted at four percent. The Board after a review of funds determines the amount that will be paid up to four percent. Motion Haan/Gelbaugh to pay a bonus of 4% of the individual salary of the eligible full time employees as budgeted. Motion carried.

Motion to adjourn at 8:15 p.m.

***Respectfully submitted,
Connie Haan, Secretary***