

Minutes of the Charles A. Ransom District Library Board of Trustees – July 17, 2007

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

Members present: Asselmeier, Klein, Heed, Gelbaugh, Haan

Members absent: Prentice, Davis and Keeney

Director: Katie Bell Moore

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Minutes:

Minutes of the June 19, 2007, meeting were reviewed. *Motion to approve minutes with two corrections, spelling of Headlee and correction of the date of the Personnel Committee meeting on June 23rd. Motion carried.*

Financial Report:

Review of June 30th statement, amended items from the June 27th meeting have not been amended on present report. Completed report will be available at the August meeting.

President's Report:

Committee assignments for 2007-08 will remain the same as 2006-07.

Director's Report:

- **Heating system:** quotes to replace rooftop units have been received from C.L. Mahoney, and Kalamazoo Mechanical, will seek additional quotes.
- Discussed landscape improvements with Brian Stefl
- Summer reading has 358 participants.
- Accidental Gardner program is going well. Next program will be August 2nd with Deanna House
- One Book One County was announced The Nick Adams Stories by Ernest Hemingway.
- Harry Potter party on Friday, July 21 with a drawing for the new Harry Potter book.
- The new copier has arrived and working well
- Staff development will be held on August 5th
- Chris Haas has been hired as Youth Department Assistant
- Reorganizing staff meeting to better facilitate regular meetings.

Committee Reports:

Budget: Finalizing year end numbers

Building and Grounds: No report

Endowment: No report

Personnel: Continues to investigate retirement plans for staff, met on June 23rd.

Public Relations: No report

Continued Business: No further continued business

New Business:

- *Motion Klein/Heed to engage Siegfried and Crandall to conduct audit for 2006-07 for \$3200.00*
Roll call vote: Gelbaugh yes, Heed, yes Klein yes, Haan yes, Asselmeier yes 5 yes 0 no motion carried.
- **Replacement of server:** The present server is described as being on borrowed time. This project has been expected and was considered in the budget for 2007-08. Requests were made for 3 bids, CTS was the only quote received. Director Bell Moore recommends purchasing the server and installation from CTS. *After discussion a motion was made Gelbaugh/Klein to purchase a new server and accompanying installation for a total expense up to \$11,000.00 from CTS as recommended by the Director. Roll call vote: Gelbaugh yes, Klein yes, Heed yes, Haan yes, Asselmeier yes. 5 yes 0 no motion carried.*

- *Motion Haan/Gelbaugh to set meeting dates for 2007-08 on the 3rd Tuesday of each month at 7:00 p.m. in the Burchfield Room. Motion carried.*
- **Insurance premium for General Liability and Contents has increased from 4089.00 to 4221.00. The Board asked the Director to pay this statement and to seek quotes from other agencies to compare costs.**

Motion to adjourn Klein/Gelbaugh at 8:00 p.m.

Next meeting will be August 21, 2007

**Respectfully submitted,
Connie Haan**