

Minutes of the Charles A. Ransom District Library Board of Trustees- Regular Meeting
April 18, 2006

Meeting was called to order at 7:10 p.m. by President Asselmeier

Members Present: Gelbaugh, Bush, Asselmeier, Prentice, Davis and Haan

Absent Members: Keeney, Bradley

Director Katie Bell Moore

Public: 3 residents of the district

2 reporters

Special Agenda Items: No items

Minutes of the March 21, 2006.

- There was not a quorum present at the March 21, 2006 meeting no minutes were taken.
- Minutes of the February 21, 2006, meeting were reviewed.
Motion Davis/Bush to approve the February 21, 2006 minutes as written. Motion carried.

Financial Report:

- The board reviewed the financial report with Director Bell Moore and all is in order.

Director's Report- See attached written report:

Financial

- Carol has instituted a new petty cash system which allows us to keep much better control of small, daily expenses. This is one of the many improvements to our financial processes that Carol has initiated since she has been here.
- We are ready to begin direct deposit of employee paychecks at any time. Carol will be able to printout a report that she and Melissa can both sign off on, so that we will still have appropriate paperwork and records in place for auditing purposes. I am excited to be able to offer this much more efficient, convenient, and confidential option to our staff.

Board Discussion: The board agreed to the request to allow the Treasurer and Bookkeeper to sign a print out instead of two signatures per check.

Motion was made (Haan/Davis) to approve the system of signing a print out of payroll for direct deposit by the Treasurer and Bookkeeper. Carried.

SMLC Issues

- The co-op has hired a new director, Gail Powers-Schaub. Gail has been touring all of the libraries in the co-op and visited our library on March 8th.
- Due to budgetary constraints, the co-op will no longer be providing delivery service for interlibrary loan with its own vans and staff. Instead, the co-op has contracted with the MEL delivery service, a statewide delivery program. The vans will be sold, and the staff will be taking retirement. This will reduce costs for the co-op considerably. Many co-ops around the state are also getting out of the delivery business. MEL delivery will begin April 1st.
- In addition, the co-op is preparing to join MELcat, a statewide "union catalog"—one integrated catalog of many libraries' holdings. Joining MELcat will allow us to interlibrary loan books from all over the state quickly and easily. Using MEL delivery is a prerequisite for

joining MELcat, so the co-op has already taken the first step. Our transition to the Verso system earlier this year will allow us to seamlessly integrate our catalog with MELcat. The co-op does not have a definite date yet for when we will officially join MELcat.

Services

- We will soon be upgrading to a newer version of the Verso system. The upgrade promises many improvements that the staff is very excited to have.
- Our coffee service has proven to be very popular. However, at this point the cost of supplies is exceeding our sales. I am not intending this service to make a profit for the library, but I would like it to cover its own costs. I propose raising the price to \$.75/cup, and also keeping the cups behind the desk to make sure that all coffee is being paid for. I am hopeful that these two adjustments will solve this situation.

Board agreed to continue the coffee and to support the increase in cost per cup.

Building/Maintenance

- I am currently seeking quotes for a new front door, to use in planning for the 2006-07 budget. I am also exploring the possibility of resurfacing the parking lot. I welcome suggestions for other building projects, as well. (*Note: the resurfacing project is on hold*).

Statistics

- March statistics once again hit a new high! We circulated 12,809 items over the month. We also had our highest-ever gate count, at nearly 7,000 patrons.

Programs

- The Friends of the Library held their annual Dr. Seuss night on March 8th. It was successful as always, helped out no doubt by the fabulous reading of our own board President!
- In April, Erin will be hosting a “Read Like an Egyptian” event during national Turn of the TV Week. She has selected six stories with an Egyptian theme that are suitable for families to read together, and will be hosting a fun family event filled with Egyptian-themed activities.
- Erin is also very busy planning and preparing for this year’s summer reading program, “Paws, Claws, Scales and Tales”. In your packet you will find a letter from her requesting permission to collect donations and also to charge a fee for one activity.

Public Relations

- Pat Davis created a banner reading “National Library Week-We Love Our Library”, which hung outside the front entrance to the Library the week of April 2-8. Many of our patrons signed it to show their support for our library. Thank you Pat!
- We also held a “Fine Amnesty Week” during that same time period, when patrons were allowed to return overdue materials with no fines assessed.

- Jill Gaston was the March “Patron of the Month”.

In addition to the written report:

Good news on State Aid. It has actually increased by about 4.4%. So for the time being it looks like state aids is secure.

Committee Reports:

- **Budget:** Gelbaugh reported the budget process well underway the Committee has met and is waiting for additional tax numbers from City of Plainwell and Cooper Twp. Next meeting is scheduled for Monday, May 8th.
- **Building and Grounds:** Davis presented the board with a bid list of possible landscape projects from Landscape Designworks. The top item repairing lawn drains is important. This item was moved to New Business
- **Endowment: No Report.** The chairman of this committee Barb Bradley has resigned from the board. President Asselmeier suggested a new chair not be appointed until June.
- **Personnel Committee:** Prentice reported on the Director’s evaluation. All went well and the final tally is available in our packets. The Board thanked Katie for a job well done.

Public Relations: No Report

Trustees Comments: Pat handed out a pamphlet “Preparing for Public Heath”

Public Comments: No comments

Continued Business:

- **Adoption of General Policies- *Motion Prentice/Davis to formally adopt General Policies 1-20 plus emergency procedures as presented by committee. Roll call vote: Prentice yes, Davis yes, Gelbaugh yes, Bush yes, Haan yes, Asselmeier yes. Carried 6 yes 0 no.***

Haan as chairman of the committee would like to thank all who served on the committee and the entire board for working with the committee as the project progressed to make suggestions, comments and corrections as the packet was completed. It was a board effort. Thank you to Katie and her staff for the work on the circulation policy and insight from the staff’s point of view. Also to Delores Gardner for her willingness to serve on the committee.

- Insurance review- no further discussion
- Logo design-tabled until after new budget year
- Phone bids- Director Bell-Moore presented three (3) phone bids to improve the present phone system. Her recommendation was the bid for \$3498.70 from Nu Wave Technology Partners. This system was just installed in the Parchment Library and the staff there is very pleased with the system.
Motion (Davis/Bush) to accept the recommendation of the Director to purchase a new phone system from NuWave Technology Partners at a cost of \$3498.70. Roll call: Prentice yes, Davis yes, Bush yes, Gelbaugh yes Haan yes, Asselmeier yes. Carried 6 yes 0 no.

Continued Business

- Repair of lawn drains
 - *Motion (Davis/Haan) to approve up to \$375.00 for the repair of three (3) lawn drains as proposed by Landscape Designworks in their document dated March 30, 2006, item no. 1. Roll call vote: Prentice yes, Davis yes, Bush yes, Gelbaugh yes, Haan yes, Asselmeier yes. Carried 6 yes 0 no.*

Next meeting May 16, 2006

Motion to adjourn Prentice/Haan carried 8:00 p.m.

Respectfully submitted,
Connie Haan, Secretary