

## Minutes of the Charles A. Ransom District Library Board of Trustees – May 16, 2006

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

Members Present: Prentice, Gelbaugh, Asselmeier, Keeney, Haan

Director: Katie Bell-Moore

2 – Citizens

Members Absent: Davis, Bush

1 – Reporter

Special Agenda Items: No special agenda items.

Minutes of the April 18, 2006, minutes were reviewed. *Motion to approve as written Gelbaugh/Keeney carried.*

Minutes of the special meeting held April 18, 2006, were reviewed. *Motion to approve as written Prentice/Gelbaugh carried.*

Financial Report: The board reviewed the financial statement. Director Bell-Moore has issued a freeze on ordering as the year end approaches. This will give staff a chance to catch up and catalog new purchases.

President's Report – no report

Director's report

### Financial

- Work on the 2006-07 budget is continuing. Blaine McLeod, the Director of Equalization, will not be able to tell us what percentage of our 1 mil we will be collecting until sometime after this board meeting takes place. However, we are expecting it to stay at the .9208 level it has maintained for the past 4 years.
- We will once again be freezing all book and materials purchases during the month of June to allow time for Carol to clean up the end-of-year bookkeeping.

### Meetings

- I have been regularly attending meetings of the Chamber of Commerce. The Chamber has convened a group of downtown Plainwell business owners to work together to increase awareness of the downtown area. I think this is a very important project for the Library to be a visible participant in, so I am pleased to be working with this group.
- I have joined the Needs and Services committee at SMLC. This committee works to determine what services the co-op should provide to the membership, and how those services should be provided. During this time of budget stress at the co-op, this will be a very interesting and important committee to serve on.
- Alan Asselmeier, Connie Haan and myself attended the Gun Plain Township board meeting on May 4<sup>th</sup>, and gave a brief update on Library business.
- Alan Asselmeier and I attended the Michigan Library Association's Library Legislative Day in Lansing on May 9<sup>th</sup>. We met with staff from Representative Fulton Sheen's and Senator Patty Birkholz's offices to explain how current and pending legislation affects the Library. We are also planning visits to the Library from both legislators.

### Services

- We are piloting a new computer class for patrons. It is a 3-week class that meets from 9-10 on Saturday mornings. By running the class before the library opens for business, we can have the public computer stations reserved for class use without inconveniencing our patrons.

## Building/Maintenance

- Landscape Designworks has installed the 3 lawn drains in the front lawn

## Programs

- Erin held a “Read Like an Egyptian” event during national Turn Off the TV Week. She selected six stories with an Egyptian theme that are suitable for families to read together, and then hosted a fun family event filled with Egyptian-themed activities. Turnout was a little lower than expected, at approximately 20 people, but Erin is hoping that as this becomes an annual program it will grow.
- The Friends hosted a very successful program on genealogy research on April 20<sup>th</sup>.

## Public Relations

- Sandy Stamm is the latest “Patron of the Month”.

## Committee Reports

- *Budget:* The committee has met on May 8<sup>th</sup> and May 15<sup>th</sup> to review the budget presented by the Director. The county has not provided the exact mileage number and should do so in the next week or so. The insurance cost must be addressed and changes are being looked into.
- *Building and Grounds:* Asselmeier and Davis met on May 6<sup>th</sup> and toured the property to review the list of projects on the landscaping list and prioritized the list. This will be presented at a future meeting.
- *Endowment Committee:* Asselmeier asked Prentice to chair this committee. Prentice accepted.
- *Personnel:* Personnel and Budget met May 15<sup>th</sup> for a joint meeting to discuss Salary and Wages and the insurance costs. The committee recommends that the budget be approved with a set amount of funds for the Director to use to give raises in the range of 1 to 3 percent. The committee also recommended the budget be passed with a 4% raise for the Director.
- *Public Relations:* No Report

Comments from the Public- No comments

## Continued Business:

- *Health Insurance for Employees* and how to provide benefits the Library can afford. On May 8<sup>th</sup> Asselmeier, Haan and Bell-Moore met with Lynne VanderPloeg the City of Plainwell’s benefit agent. She provided information on a number of options all from Blue Cross. Bush has suggested that we ask some additional questions before deciding on a new policy. For now the budget is written with the policy the budget and personnel committee would recommend if we purchase insurance from Blue Cross. Asselmeier has contacted Lynne for further information and answers to Bush’s questions.
- *Children’s Librarian Erin Marsh presented a request* to allow a solicitation box for items on a wish list from one of the scheduled speakers from a local organization that trains assistance dogs. The speaker will be at the Library on June 26 and the box would be out from June 12 to June 24. Items collected will be given to the organization on the 26<sup>th</sup>. Erin also organizing a group to walk in the Island City Days parade. “Let’s walk our dogs in the parade” She will conduct two tie-dying sessions for those wishing to participate she would charge for supplies to tie dye. The general consensus of the Board was that these were both good ideas and she should go forward.
- *Logo Design:* New examples of logo designs were presented by the Director. The board members present did come to a consensus for one design however this will be tabled until all board members have the opportunity to review the choices.

*New Business:*

- After a further review of the budget by the Director it was presented for a first reading. Items that still need to be finalized: a. the final mileage rate from the County and b. the actually insurance benefit cost for the employees. The budget will be ready for adoption at the June regular meeting.

Motion to adjourn at 7:40 p.m. Prentice/Gelbaugh carried.

Next meeting will be June 20, 2006

Respectfully submitted,  
Connie Haan, Secretary