

Minutes of the Charles A. Ransom District Library Board of Trustees-April 21, 2009  
Meeting was called to order by President Asselmeier at 7:05 p.m.

Members Present: Davis, Haan, Klein, Prentice, Gelbaugh, Asselmeier

Members Absent: Keeney, Heed

Director: Bell Moore was excused from the meeting to go home and rest!

**Special Agenda Items:**

Three quotes have been received to repair the slab issues at the rear entrance. All three contractors were invited to present their quote to the board. Two contractors presented.

- TJ VanderVeen represented VanderVeen Excauvating. The bid was \$22,800.00. Mr. VanderVeen, stated the company was started by his grandfather in 1955. He stated his bid included pouring new stairs and the brick would be cleaned and reused. The I beam looked good the problem was with the floor joists. Rust repairs were not included.
- Blair Bates represented Building Restoration, Inc. The bid was \$15,052.00 Mr. Bates was involved with the first inspection of the area in need of repair and has had direct contact with Nehil Sivak regarding the engineer's recommendation. His quote does not include full replacement of the stairs and rust would be knocked off and areas coated.
- The third company to bid was Cripps Fontaine, no one representing this firm made a presentation to the board. This bid was \$8700.00

Minutes: Minutes of the March 24, 2009 minutes were reviewed. Prentice asked that two corrections be made:

1. Committee Reports: Personnel – delete last sentence and insert:

“He suggested that responding to every item with the same numerical response was not very useful, nor was having no written comments at all. The object of a personnel evaluation is to assist the employee to grow and neither of the two mentioned assisted in the process”

2. Mural Project: Prentice – delete comments after “letter to the Board and add “He mentioned a number of errors in the Board’s previous approval of the first mural and grant application.”

*Motion Klein/Gelbaugh to approve minutes with corrections. Motion carried.*

Financial Report: Financial Report was presented for review.

Recommended Budget Transfers

From 7010 AV \$556.00 to 7023 M&R Snow Removal

From 7010 AV \$465.00 to 7930 Supplies Cleaning

From 7066 Purchased Services Graphic Design \$192.00 to 7061 Purchased Services Other

From 7007 Books Adults \$375.00 to 7092 Automation – New Software

*Motion Klein/Davis to approve requested budget transfers. Motion carried.*

Director’s Report:

Financial – First draft of the budget is complete.

Confirmed final payments from Gun Plain Twp.

Have received half of the State Aid Payment, expect to receive the second

Which will be over what was budgeted.

#### **Building and Grounds-**

RWL Sign Co. has repaired the cover on the front sign and some parking lot lights.

The 5<sup>th</sup> painting was determined not to be a Fletcher Ransom.

Public bid opening was conducted on Friday April 19<sup>th</sup> for the rear slab repairs.

#### **Programs-**

On April 16<sup>th</sup> reception was held with government leaders to recognize National Library Week. About 30 representatives attended, including Congressman Fred Upton.

Job Club kicked off on Saturday April 18<sup>th</sup>

#### **Administration**

The reduced page schedule has been in place is going well. Shelving has improved and the staff is adjusting to working two evenings

#### **Committee Reports:**

##### **Budget:**

Gelbaugh reported the budget committee met on Sunday, April 19<sup>th</sup>, to review a draft of the budget to share with the board. Several line items are estimates based on last year's numbers. The governmental units still have not provided updated numbers, health insurance increases are based on last years increase of 14%. The committee is recommending that the carry over not be budgeted as a line item this year. Also penal fines be lowered and state aid not be budgeted. The committee will have more concrete numbers once the governmental units provide updated amounts. Also the board discussed ideas for future funding and fund balance goals.

##### **Building and Grounds:**

Davis reported after the budget meeting, building and ground projects were discussed including the bids provided to repair the slab area at the rear entrance.

Davis asked the budget committee to consider items that have been discussed to renovate the library such as painting and furniture when the budget is written. Follow up is necessary to fill the holes and paint the molding used to repair the restrooms.

##### **Endowment: No Report**

##### **Personnel: No Report**

##### **Public Relations:**

The April 16<sup>th</sup> reception was a success with several government officials attending, including Congressman Upton. The board thanked Klein for a successful event.

##### **Trustee's Comments: No Comments**

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

There was no public at the meeting. However, Beth DeLect, wrote the staff to thank the staff person or persons who implemented the red star book system/easy reader section. Also one unsigned comment in support of the second mural.

##### **Continued Business:**

**Rear Slab Repair:** The board had a lengthy discussion on the bids and the large difference in the quotes. The lowest bidder did not make a presentation to the board. The board consensus was the history Blair Bates has with the library foundation repairs and his company reputation are major reasons to accept his bid at \$15,052 to do the repairs of the rear slab. *Motion Davis/Haan to engage Building Restoration, Inc., to repair the rear slab at a cost of \$15,052.00. Roll Call vote: Prentice yes, Davis yes, Klein yes, Gelbaugh, yes, Haan yes, Asselmeier yes 6 yes 0 no Motion carried.*

**Mural Update:** The motion at the March 24, 2009 meeting can not be rescinded under Robert's Rules. One possibility to continue this project is to place an additional mural on a different wall.

**New Business:**

**Renew Liability Insurance:**

*Motion Prentice/Davis to renew Liability Insurance with MURMA as recommended by the Director.*

National City banking proposal will be reviewed at the May meeting.

**Adjourned:** *Motion to adjourn Klein/Haan 9:45 p.m.*

Respectfully Submitted,  
Connie Haan  
Secretary