

Minutes of the Charles A. Ransom District Library Board of Trustees January 20, 2009

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

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

Members absent: Klein, Heed

Director : Katie Bell Moore

Minutes of the December 16, 2009, meeting was reviewed.

Motion Davis/Keeney to approve as written. Motion carried.

Financial Report:

Director Bell Moore recommended the following budget transfers:

- \$6,823 from 7006 Retirement to 7001 Wages-Assistants
- \$1500 from 7083 Capital Outlay-Computers to 7025 M&R Other Misc.
- \$162 from 7032 Supplies-Office to 7030 Supplies-Cleaning
- \$289 from 7032 Supplies-Office to 7036 Supplies Processing
- \$98.00 from 7052 Travel to 7053 Gifts and Awards

Motion Davis/Haan to approve transfers as recommended. Motion carried.

Still awaiting Baker and Taylor reimbursement for 7092 Automation New Software, confirmed check was processed on 1/13/09.

President's Report:

President Asselmeier shared with the board his vision of where library service could be focused and how this could be accomplished. He asked the board to consider areas of expanded services and how these services could be funded. Board members shared their views and suggestions. The thoughts and suggestions will be explored as the board looks to future goals and objectives.

Director's Report:

Financial

- Recommended budget transfers are attached.
- We are severely limiting our materials (books and AV) purchasing from this point forward, in anticipation of budget difficulties.

Building

- A proposed new bidding policy is attached.
- Jim Kahlo from Plainwell Antiques will be here to appraise the paintings in the Burchfield Room within the next week. Hopefully he will also be able to appraise the assorted items from the china cabinet while he is here; however, he was reluctant to commit to appraising those without first seeing them. We will be paying for a written appraisal, which he estimates will cost around \$250.
- I am in the process of completing a renewal questionnaire for our general building and contents insurance, so that MMRMA may furnish us with a renewal quote. The written appraisal of Burchfield room items will be very helpful with that process.
- Handyman interviews are being scheduled for the week of Jan. 26.

Programs

- The adult winter reading program is set to begin on Feb. 5, and will run through March 10th. The theme is "Book Your Winter Escape" and the program will conclude with a finale celebration on March 19th. John Otterbacher, the author of "Sailing Grace" will be the guest speaker. "Sailing Grace" is a Michigan Notable Book award winner.
- In addition to the adult reading program, Erin is also trying a winter reading program for elementary-age kids. Her program theme is "Read Around the World". Each child who participates will receive a passport, and must read six books over six weeks. Each book must be set on a different continent (yes, we are aware that there are actually SEVEN continents, but for practical reasons we are excluding Antarctica). Every child who reads all six books will receive an inflatable globe as a prize, and will also be entered in a drawing for a Barnes and Noble gift card.
- The Friends have set March 3rd as the date for the annual Dr. Seuss night. "Celebrity" readers are yet to be determined.

- The Library is once again teaming up with Life Care Center of Plainwell to present the second annual Plainwell Senior Expo on March 18th. The Expo will showcase area senior service providers, and will take place at Eesley Place Banquets, above the Plainwell Coffee Mill.

Administrative

- I have submitted the 2008/2009 Annual Report/State Aid application. This is the statistical report that is required in order for us to receive state aid funds. I have included a copy of this report so that you can see what type of information the state collects from us.
- I have joined the "Web 2.0 Workgroup" within the co-op. This newly-formed group of librarians throughout the co-op will focus on using "Web 2.0" tools such as social networking, blogs, wikis, etc. to share information among ourselves and with our patrons. Our first project will be to create an interactive website focused on helping our patrons weather the current economic situation.
- I have included a mid-year update on progress toward the goals I identified for the library for 2008-09. Some goals are being postponed in light of the current budget situation.
- I have also included updates to two personnel policies to cover background checks for new hires and a classification for independent contractors.
- For the past few months, I have been working a regularly scheduled shift at the circulation desk. I enjoy this chance to interact with the patrons, and also appreciate the opportunity to experience issues with the circulation process firsthand.
- All job descriptions have been updated, with a heavy focus on customer service in each position.
- The staff has initiated a new customer service program called "roving". This concept, where staff regularly circulate throughout the building checking to see if patrons need any help, has been growing in popularity over the past few years.
- I am putting together a plan for my maternity leave. I am planning on taking 6 weeks off after the baby is born, using a combination of vacation time and sick leave. I am due May 14th and intend to work right up until that time, give or take a few days depending on the baby's plans. This would have me gone from the library from mid-May until the beginning of July. I am planning that Erin Marsh will be in charge while I am gone. While I am on leave I still intend to be in touch with the library staff on a regular basis.
- I'll be giving a quick demonstration of our website and new Facebook page at our meeting.

Committee Reports:

Budget: No Report

Building and Grounds: Report at continued business

Endowment: No Report

Personnel: Time to start director evaluation

Public Relations: No Report

Trustee Comments:

A police report was filed with the Plainwell Police listing the missing the missing ivory items.

Comments from Public: No public

However there was a correspondence from the web for a patron who wrote: "This website and library rocks! The staff is wonderful as well."

Continued Business:

Painting:

The Board discussed the projects for renovations and repairs that the Grounds Committee has compiled plus the priority list from a survey completed by board members. Since this survey it has been discovered there may be a large problem with the slab under the foundation at the back door. Blair Bates has examined the area and has had discussions with Tom Nehil on how to make repairs.

After discussion the board consensus is to complete the repairs in the restrooms but put on hold all other projects until the cost of the slab repairs is determined.

Mural:

The 1st stage mural project is going well with a lot of positive feedback and donations. Davis request permission to apply for a grant to pay for the 2nd mural that was proposed. Several board members had questions and concerns with placing a mural around the fireplace. The consensus was to allow for the grant application, however, that does not give permission to do the project around the fireplace at this time.

Motion to allow Davis to apply for a grant from the Michigan Arts Council for the possible commission of a 2nd mural, location to be determined at a later time.

Motion carried.

Bathroom Bids:

At the December meeting contractors Immekus and Henderson were asked to resubmit bids for bathroom repairs. Immekus did not resubmit his bid.

Henderson resubmitted his original bid.

Motion Keeney/Prentice to hire Henderson Construction to make repairs in the restrooms not to exceed \$600.00. Roll call vote: Keeney yes, Davis yes, Gelbaugh yes

Haan yes, Prentice yes, Asselmeier yes 6 yes 0 no

New Business:

First reading of Policy 21 Competitive Bidding Policy

Additions to the proposal presented: Under General Guidelines

First bullet:

- *The Ransom District Library will seek competitive bids for all projects/purchases/services anticipated to cost over \$2500.00*

First reading of revisions of Policy 1 Hiring and Wage Administration

Additions of Background investigations. Suggestion to change the age from 18 to 17.

First reading of revisions to Policy 2 Employee Classifications

Addition of a Category V classification for Independent Contractor.

Suggest was not to confuse the employment status of independent contractor it may be best to have a separate policy for this category.

Motion to adjourn Keeney/Davis 9:00 p.m.

Respectfully submitted,

Connie Haan