

# Minutes of the Charles A. Ransom District Library Board of Trustees – Regular Meeting- November 20, 2007

Meeting was called to order by President Asselmeier at 7:03 p.m.

Members Present: Davis, Prentice, Keeney, Asselmeier, Gelbaugh, Heed, Klein, Haan.

Director: Katie Bell Moore

Guest: Jim Meles-Edward Jones

## Special Agenda Item:

- Discussion on options for changes to present retirement plans to provide a plan to allow employees to make contribution. Presently the SEP plan does not allow employee contributions. Jim Meles presented information on a SIMPLE-IRA and answered question from Board members on how such a plan would be started and who would be eligible.

## Minutes:

- Minutes of the October 16, 2007, meeting were reviewed. Motion to approve with addition of "Defined Benefit" in bullet no. 3 under Special Agenda Items, Davis/Keeney carried.

## Treasurer's Report:

- Gelbaugh reported two areas to correct on the budget, she will correct these items.
- Audit draft has been received. The budget committee will review at a committee meeting for approval at the December meeting.
- The Budget presented did not have income numbers, this will be corrected.
- Question on CD and requirement of Endowment Funds be deposited in banks with branches in Michigan, this will be investigated and corrected if necessary.

## Director's Report:

### Financial

- We have received our draft financial statements from the auditor.

### Building/Grounds

- The new HVAC units on the roof were inspected and passed.
- Rod is steadily working on converting all of the light bulbs in the building, as the type we used to use are no longer being manufactured.
- We have had considerable issues with false alarms from the fire alarm system; I will be exploring what may possibly need to be done.

### Programs

- I am very excited with the solid turnouts we have been experiencing at our adult programs. We had 20 people for Dianna Stampfler's "Haunted Lighthouses" on Oct. 25, and 25 at "Preventing Identity Theft" on November 8<sup>th</sup>. In addition, the visit from Toulia drew 75 children and adults. We have been putting much time and effort into improving our adult programming and it is great to see our success!
- Erin also conducted many successful youth programs in October, including "Geocaching: Modern Treasure Hunting", a weekly Baby Story Time, Teen Game Night, and a workshop on kumihimo Japanese braiding. In addition, she represented the Library at Pumpkins in the Park on October 20<sup>th</sup>.
- Upcoming programs include Family Fitness Night on November 29<sup>th</sup>, which will highlight ways for families to get active together, and a make-it-yourself Christmas gift workshop on November 30<sup>th</sup>.
- The Chula Vista Garden Club held their monthly meeting at the Library in conjunction with the Accidental Gardeners program on Nov. 15<sup>th</sup>.

### Meetings

- The Allegan County Library Association held their first Trustee Appreciation evening on Nov. 13<sup>th</sup> at the Fennville District Library. Trustees from all of the libraries in the county were invited to hear trustee/advocate extraordinaire Shirley Brursma speak, and to have the opportunity to network with other trustees. Approximately 12 trustees from six different libraries attended. We will probably repeat this event again next year, and perhaps expand the educational component to make it more of a "mini trustee workshop".

- All of the regular staff members attended at least one day of the Michigan Library Association annual conference in Lansing, Nov. 7-9. While many of the sessions were useful, we are all particularly excited about Kent District Library's presentation on the "GASP" method of marketing your library. (GASP stands for graphics, ambience, style and presentation). Erin and I are planning to meet with Kent District Library staff to get more information on how we may start to use this approach in our library

#### Administrative

- The proposed "Personal Appearance Guidelines" are included in this packet.
- Following the general consensus not to pursue participating in the MERS pension program, Alan and I have continued gathering information on other options to explore. At this time it appears that a "simple IRA" may be the best plan for our situation.
- I have also received initial information from the Marvin Okun Agency in Kalamazoo on potential strategies for lowering our health insurance costs. I will share this information with board members in December.

#### Committee Reports:

- **Budget:** Will meet December 6<sup>th</sup> to review audit and any necessary transfers.
- **Building and Grounds:** Concern of low lighting at entrance. Rod is presently looking into correcting the entry way lighting.
- **Endowment:** No meeting, checking on requirement that monies be in banks with Michigan branches.
- **Personnel:** No meeting
- **Public Relations:** No meeting

Trustee Comments: Davis mentioned when her term is up in June she may step down to allow another person the opportunity to serve on the Board.

No Public

#### Continued Business

- **Dress Code Policy:** Bell-Moore presented a policy on a dress code that was compiled with the staff participation. The board reviewed the policy and asked that the addition of "no T-shirts or sweatshirts" after exercise clothes be added. Motion was made Davis/Klein to adopt Policy 14 Personal Appearance Guidelines to the Personnel Policies with the addition of "no T-shirts or sweatshirts" after exercise clothes. Motion carried 7 yes 1 no.
- **Retirement Plans**  
Motion Haan/Davis to discontinue participation in the SEP retirement program as of November 20, 2007. Motion Carried 8 yes 0 no  
A new plan will replace the SEP plan and will be decided at a future date.

#### New Business:

- **Christmas Gift:** Motion Keeney/Davis to purchase \$25.00 gift certificates from the Plainwell Chamber for employees and significant volunteers. Motion carried. 8 yes 0 no
- **Next Meeting:** December 18, 2007

Meeting was adjourned at 8:25 p.m.

Respectfully submitted,  
Connie Haan, Secretary