

Minutes of the Charles A. Ransom District Library Board of Trustees – November 14, 2006

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

Members Present: Roger Keeney, Alan Asselmeier, Pat Davis, Melissa Gelbaugh, Nancy Heed, Tom Klein, Dave Prentice, Connie Haan

Director: Katie Bell-Moore

Public: 1 citizen & 1 reporter

Minutes of the October 17, 2006 meeting. *Motion to approve minutes as written, Klein/Keeney carried.*

Financial Report: Table audit approval until adjustment made for item that should have been deducted from 04-05 budget. Gelbaugh is working with auditors to correct this entry. Gelbaugh is also updating info on when CD's will mature on the financial statement.

President's Report: The strategic planning process is on track with collection of surveys. Meetings to compile data will continue in January.

Director's Report: (written report)

Financial:

- Melissa, Carol and I have resolved the questions regarding the audit. We will be recording a prior period adjustment to this year's budget for the unemployment that was paid to David Michael in August 2005.

Building

- The new front door has been ordered. The door will be a medium/dark brown, as the previous white door showed dirt and scuff marks too easily. The new door is scheduled to arrive by the first week in December.
- Rod Janes is powerwashing and painting the front entrance and columns as the weather permits. Although the entire area was looking very shabby, the columns were in particularly poor condition. The paint has chipped off right down to bare wood in many spots, which makes the columns vulnerable to serious water damage. In order to prevent any further damage to the wood, I decided to go ahead with this painting project now, rather than wait until spring.

Strategic Plan Update

- We collected approximately 150 surveys, both paper and online. The surveys contain many useful comments that will be very helpful in our planning process. The Strategic Plan Committee is currently on hiatus until January.

Marketing/PR

- Our graphic designer is tweaking the design of our website to incorporate our new logo. We will also be adding a "blog" to the front page to make it easier to add current library news.
- We are working on ideas for the library's Christmas Tree that will be part of the display in Hicks Park for "Christmas on the Island"

Meetings/Programs

- I attended the Allegan County Library Association meeting on Nov. 1.
- I participated in a focus group concerning the future use of LSTA funding in Michigan's libraries.

Services

- We have introduced our new Book Club Kits. These kits are aimed at local book clubs, and have been very popular in other libraries. Each kit is a canvas bag that contains 10 paperback copies of a proven book discussion "winner", discussion questions about the book, and a

copy of “Good Books Lately: The One-Stop Resource for Book Groups and Other Greedy Readers”. A member of a book club may check out one kit for 8 weeks. That member is financially responsible for returning the entire kit, and paying any late/replacement fees for materials. Late fees are \$5/day for an entire kit, or \$1/day/book for missing books. The replacement cost for an entire lost kit is \$100. Kits may be reserved in advance. The kits are being advertised within the library, in the newsletter, and in the newspaper.

- I have ordered a new, taller “New Books” display shelf, as the current shelf is too short for many of our users.
- Patron of the Month is Dean Hobbs a regular user and great Library supporter.

Committee Reports:

Budget: A new procedure is being set up to keep better track of cash register transactions.

Building and Grounds: Chula Vista Club has cleaned the flower beds for winter.

Endowment: The NY Bank stock has been sold. The proceeds of \$1750.00 will be added to the next CD that matures.

Personnel: no report

Public Relations: no report

Trustee’s Comments: Davis suggested the board recognize the Friends for all the work they do for the Library. The PR committee was assigned the task to recognize to come up with some ideas.

Public Comments: No comments

Continued Business:

- Door should arrive first of December for installation
- Received from Flowers and Burnham an invoice that reflected a large increase for EPLI/D&O insurance over the previous quoted amount. The explanation for the increase was the underwriters had originally placed the Library the wrong class. The invoice was for \$3938.00 instead of \$2063.00 for the combined policies.

The decision to give Flowers and Burnham this policy was based on comparing the bid for \$2063.00 with other bidders. Since this bid was incorrect the board felt that this should be re investigated to make sure we did not unfairly reject other bidders.

After discussion the following motion was made: Haan/Klein to approve the payment of \$3938.00 at this time and to investigate with Burnham and Flowers a reduction of this premium and to authorize the Director to seek further bids. Roll call vote: Keeney yes, Davis yes, Heed yes, Klein yes, Prentice yes, Gelbaugh yes, Haan yes, Asselmeier yes. Motion carried.

New Business

- The Board consensus is to purchase Chamber gift certificates for the staff as Christmas gifts again this year. Katie will compile the list of who will receive the gift certificates.

Next meeting will be held on December 12th instead of the 19th due to Christmas holiday.

Meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Connie Haan, Secretary

**THE DECEMBER REGULAR MEETING
OF THE**

**CHARLES A. RANSOM DISTRICT LIBRARY
BOARD OF TRUSTEES**

**WILL BE CHANGED FROM DECEMBER 19, 2006
TO**

DECEMBER 12, 2006

AT 7:00 P.M.

**IN THE
BURCHFIELD ROOM**