

## Minutes of the Regular Meeting of the Charles A. Ransom District Library Board – October 17, 2006

Meeting was called to order by President Asselmeier at 7:00 p.m.

Members present: Keeney, Asselmeier, Gelbaugh, Davis, Klein, Heed, Prentice and Haan  
Director: Katie Bell Moore  
Public: 4 residents

Special Agenda Items: President Asselmeier welcomed and introduced new board members Nancy Heed, representing the City of Plainwell and Tom Klein, representing Cooper Township.

Minutes of the September 19, 2006 were reviewed. Motion to approve minutes (Davis/Prentice) with the following amendments and corrections. 1. No motion was necessary to open the Library on Sundays, cost was budgeted in the 2006-07 budget. 2. The motion to purchase insurance was amended to include the cost of \$2063.00. 3. All votes were roll call and all voted to accept the motions. Motion was carried.

Financial Report: Director Bell Moore reported that a CD for the amount of \$64,000 was purchased at an interest rate of 5% for 6 months.

Prentice asked about line item number 4025 Cash Over/Short and asked why this line was (41.15). The reason for this will be investigated and reported to the Board.

*Note: On October 18, Director Bell Moore emailed the Board. The cash over/under line item is strictly the cash register, not the petty cash. The 41.15 over amount is an accumulated amount since the beginning of July. Carol cashes out the register on a weekly basis. Katie will attach a spreadsheet showing all of the cash short/over entries since July 1 of this year. She believes the problem is due to user error. However Katie and Melissa will meet with Carol to discuss cash register procedures for the staff.*

Treasurer Gelbaugh reported that at this time she would not recommend accepting the audit and it is presently in draft form. She will contact the auditor to review the documents to clarify items she has questions about before the Board approves the audit.

President's Report: The Strategic Planning Committee is compiling the comments from the public. Next meeting will be on October 19, 2006 at 6:30 p.m.

Director's Report: (copied for written report)

### Building

- I have delegated the task of investigating front-door options to Rod Janes, per Pat Davis's suggestion. Rod is much more knowledgeable about our construction needs and specifications than I am and can communicate these more clearly to the various door suppliers. There is also the possibility that Rod may be able to install the door himself, which would likely result in greatly reduced labor costs.

### Strategic Plan Update

- With guidance from the Strategic Plan Committee, I have created a survey to measure users' current perceptions of the Library and thoughts about our future direction. This survey is being distributed in paper form at the circulation desk, and has also been distributed to several different target audiences (city/township offices, schools, etc.) It is also available in electronic format via our website. We will be collecting the surveys until Nov. 1<sup>st</sup>.

### Marketing/PR

- Our new library cards and letterhead have arrived! I will have samples of both at the board meeting.
- The Newsletter has been circulated in the Shoppers Guide.

## Meetings/Programs

- I attended the co-op Needs and Services Committee meeting on September 28<sup>th</sup>. Many of the co-op's traditional services such as interlibrary loan and delivery have been taken over by statewide programs such as MelCat, so the co-op needs to reinvent its services to member libraries in order to remain relevant. One new service that has already been implemented is a job posting system via the co-op website. I will keep the board informed as other new services are created.
- I will be presenting as part of a panel discussion on "Fantastic Non-Fiction" at the Michigan Library Association annual conference in Detroit on Oct. 11<sup>th</sup>.

## Services

- We are scheduled to join the MelCat catalog on January 15<sup>th</sup>. All staff have been attending various workshops to learn the various cataloging and interlibrary loan procedures we will need to follow. I have also been working with Tony Clark on the various technical issues with our server and catalog that will need to be addressed. This is a significant undertaking, but will be a great improvement in customer service when it is complete!

## **Committee Reports**

**Budget-** no further report

**Building and Grounds:** The door project had hit a dead end. Davis suggested to Katie that Rod Janes be asked to look into getting this off the ground. He will present a proposal under continued business.

**Endowment:** No report

**Personnel:** No report

**Public Relations:** No report

**Trustee Comments:** Again the Board welcomed new members.

Prentice asked if the coffee machine was still working out. Katie reported that it is working out well.

**Comments from the Public:** No comments

**Continued Business:** Front Door Replacement- Rod Janes presented a proposal and recommendation for replacement of the existing front door. The Board gave the new board members and explanation and history of this project. After discussion:

A motion was made to purchase a door from Sahr Building and to be installed by Rod Janes with assistance from Roger Keeney not to exceed \$6500 for the full installation. (Haan/Davis).

Roll call vote: Keeney yes, Gelbaugh yes, Davis yes, Klein yes, Prentice no, Heed yes, Haan yes and Asselmeier yes. Motion carried 7 yes 1 no.

**New Business:** No new business

**Next Meeting:** November 14, 2006, this meeting will be held one week early due to Thanksgiving.

**Patron of the Month:** Stephon Miller

**Motion to adjourn 8:15 p.m. (Haan/Davis) carried.**

Respectfully submitted,  
Connie Haan, Secretary

**NOTICE OF CHANGE OF THE  
REGULAR MEETING  
OF THE**

**RANSOM DISTRICT LIBRARY  
BOARD OF TRUSTEES**

**WILL BE HELD ON**

**NOVEMBER 14, 2006**

**AT 7:00 P.M.**

**AT THE LIBRARY....**