

## **Minutes of the regular Charles A. Ransom District Library Board of Trustees – August 16, 2011**

Meeting was called to order by President Asselmeier at 7:00 p.m.  
Members present: Klein, Asselmeier, Vance, Heed, Keeney, Haan, Klade  
Members absent: Gelbaugh  
Director: Katie Bell Moore  
Assistant Director: Marsh  
Representative for the Friends: Caruso  
No Public

**Special Agenda Items:** No items

**Minutes :** *Motion Klein/Vance to approve the July 21, 2011, minutes of the regular meeting as presented. Motion carried.*

**Financial Report:** Financial report was reviewed. Discussion on amount of funds to transfer into CD's while keeping funds available during the months of tax dollar shortfalls.

**President's Report:** No report

### **Director's Report:**

#### **Financial**

- The new budget is in place, and Phil and I are working on preparing for the upcoming audit.

#### **Programs/Services**

- The summer reading program has wrapped up for another fun year. We had 272 total participants.

#### **Administrative**

- The old smoke detectors have been replaced, and I let Bill Bomar know that we had taken the responsibility to fix this problem. Hopefully, this will be the end of our false fire alarms!
- We received four responses to our RFP for the building study. Copies are in your mailboxes.
- We posted Erin's position on several library listservs and have received several applications.
- Kim Bove's daughter, Emily Elizabeth, was born on Aug. 9<sup>th</sup>. The whole family is doing very well! Kim will be off until approximately Oct. 24.
- Long time Friend of the Library Viola Novicki passed away on Aug. 10. I do not have details yet on her services but will pass those along when I receive them.
- The library contributed a letter of support to a grant the city of Plainwell is submitting for a project to install plaques explaining the history of historic buildings downtown. Sandy Stamm is doing the research for this project.

### **Committee Reports:**

Budget: No report  
Building and Grounds – set date to review proposals for building options for expansion.  
Endowment- No report  
Personnel – No report  
Public Relations- No report

**Trustee Comments:** The Board thanked Erin for her dedicated service to the Library and wished her well in her new position. She will be missed.

**Comments from the Public-** Caruso reported the Friends continue to work on books sales.

### **Continued Business:**

- Meeting Room Policy revisions –

*Motion Klein/Keeney- to adopt as presented the revised Meeting Room Policy dated August 2011. Roll call vote: Klein yes, Haan yes, Klade yes, Vance yes, Keeney yes, Heed yes, Asselmeier yes. Motion passed 7 yes 0 no.*

- Patron Conduct Policy revisions-

*Motion Vance/Klade- to adopt as presented the revised Patron Conduct Policy dated August 2011. Roll call vote: Keeney yes, Vance yes, Klade yes, Heed yes, Haan yes, Klein yes, Asselmeier yes, Motion carried: 7 yes 0 no*

### **New Business**

First Reading of revisions to the Circulation Policy- Vance requested Book Club circulation be included.

#### Building RFP's

The Building and Grounds Committee will hold a meeting on Sunday, August 20<sup>th</sup> at 1:00 to review the 4 RFP's received.

#### Hire Joseph Gross to replace Erin Marsh as Assistant Director/Youth Librarian

- Bell Moore presented to the board her decision to hire Joseph Gross to replace Erin Marsh. Joseph Gross has accepted the position. Bell Moore's recommendation is to set the salary at the same rate that is being paid to the former Assistant Director. *After discussion a motion was made – Motion Haan/Klein to hire Joseph Gross for a full time salary exempt position of Assistant Director/Youth Librarian at \$40,000 per year with benefits per policy. Roll call vote- Keeney yes, Vance yes, Klade yes, Heed yes, Haan yes, Klein yes, Asselmeier yes – Motion carried 7 yes 0 no.*

Motion to adjourn at 8:30 p.m. Carried

Respectfully submitted,  
Connie Haan  
Secretary