

## **Minutes of the Regular Meeting of the Charles A. Ransom District Library Board of Trustees – December 20, 2011**

Meeting was called to order by Vice President Klein  
Members present: Vance, Klein, Keeney, Gelbaugh, Parsons, Haan  
Members absent: Asselmeier, Klade  
Director Bell Moore  
Assistant Director Gross  
Caruso representing the Friends  
No Public

**Special Agenda Items:** No items

**Minutes:** Minutes of the November 15, 2011, meeting were reviewed. Motion Gelbaugh/Klein to approve as written. Carried

**Financial Report:** Motion Haan/Vance to approve the Director's request to make transfers as presented. Motion carried.

- Recommended budget transfers:
  - 91.00 from 7034 (Supplies-Printing) to 7033 (Supplies-Postage)
  - 192.00 from 7036 (Supplies-Processing) to 7032 (Supplies-Office)
  - 341.00 from 7080 (Capital Outlay-Office Equipment) to 7092 (Software Subscriptions)
  - 7051 (Conferences) will be reimbursed by SMLC
  - 7083 (Capital Outlay-Computers) will be reimbursed by SMLC

**President's Report** No report

### **Director's Report**

#### **Financial**

- Five months into the fiscal year, we have received 25% of our budgeted income and spent 41% of our budgeted expenditures.

#### **Administrative**

- I have submitted our annual report/application for state aid to the Library of Michigan. I have placed a copy of the report in each board member's mailbox.
- I have also submitted reimbursement requests to the Southwest Michigan Library Cooperative, \$1000 for technology expenses and \$1000 for professional development expenses. These should be approved at the next co-op board meeting in February.
- We have begun planning for the 2012 Senior Expo, which will once again be sponsored by the Library, Life Care Center of Plainwell and Clearwater Financial. This will be the fifth year of this popular event, and this year will be bigger and better with a new location at Plainwell High School. The Expo is scheduled for March 20<sup>th</sup>.
- The City of Plainwell has appointed William Parsons to fill the seat vacated by Nancy Heed.
- We are now tracking monthly e-book usage on the circulation statistics page.

Assistant Director Gross updated the Board on the progress of the Guitar Club and donations.

**Committee Reports**

Budget- Committee met on December 11<sup>th</sup> to review draft audit. Recommends the Board accept the Budget at the January meeting.

Building and Grounds – No report

Endowment – No report

Personnel – No report

Public Relations – No report

**Trustee's Comments** – The Board welcomed Bill Parsons

**Comments from the Public** – No comments

**Continued Business:** No continued business

**New Business**

Approve the audit report – Tabled to approve in January

Next Meeting: January 17<sup>th</sup>

Motion Keeney/Haan to adjourn at 7:25 p.m. Carried

Respectfully submitted,  
Connie Haan  
Secretary