

## **Minutes of the regular meeting of the Charles A. Ransom District Library Board of Trustees February 21, 2012**

**Call to Order:** Meeting was called to order by President Asselmeier at 7:00 p.m.  
Members present: Parsons, Gelbaugh, Klade, Keeney, Vance, Haan and Asselmeier  
Member absent: Klein  
Director : Bell Moore  
Assistant Director: Gross  
Guest: Dennis Jensen C2AE  
Public: Mike VanDenBerg, Gun Plain Twp Supervisor  
Two Members of the Friends: Phil Caruso & Janice Handley  
One Citizen: Rod Janes  
Sharon Sturdevant..... Kalamazoo Gazette

**Special Agenda Item:** Dennis Jensen from C2AE gave the Board an extensive review of the Building Site Analysis report prepared by C2AE dated January 17, 2012. He highlighted areas the Board should take immediate action on regarding the building condition and options for further review and consideration as the process to determine expansion and improvements of the building are investigated including options to build a new building.

**Minutes** of the December 20, 2011 meeting were reviewed. Motion Vance/Parsons to approve as written. Carried. Minutes of the January 17, 2012 meeting were reviewed. Motion Keeney/Klade to approve as written Carried.

**Financial Report:** Under new Business Mid Year Budget Revisions will be reviewed.

**President's Report:** No report

### **Director's Report**

#### **Financial**

- Seven months into the fiscal year, we have received 58% of our budgeted income and spent 60% of our budgeted expenditures.
- No recommended budget transfers due to mid-year budget revision.

#### **Administrative**

- We are currently in the process of renewing our liability insurance through MMRMA. This year MMRMA is recommending an additional coverage, "Cyber Liability" to protect against patron data security breaches. I have placed an explanation of this coverage in board member mailboxes.
- The entire staff is working to complete an inventory of our collection, as it has been a few years since our last complete inventory.
- As expected, patron use of the Overdrive downloadable books service increased sharply in January due to the popularity of e-readers as holiday gifts. Circulation has grown from 201 items in July to 467 items in January. Also, staff is handling many more patron requests for help with e-reader issues.

## **Director's Report Continued.**

- We continue to wait for action on the personal property tax issue. There still has been no action from the state, and no definite timeline. I have placed an article about this issue from the Detroit Free Press in board member mailboxes.
- However, we do have some good budget news from the state! In Governor Snyder's FY 13 budget, the MeLibrary line item has increased by \$800,000, and state aid to libraries remains unchanged from last year.
- The Library has hosted some blockbuster programs recently! "Cut Your Costs With Couponing" on February 9 had 103 attendees, and 105 people attended the fabulous Corn Fed Girls concert on February 19. Our largest program, by far, was the Art Hop on February 17 when 975 people came through the library between 5 and 9 pm to view the elementary student art display!

Assistant Director Gross reported on Guitar Club activities and a schedule to visit individual PCS classrooms to encourage writing.

## **Committee Reports**

Budget Did meet on Monday, February 20<sup>th</sup> Report under New Business

Buildings and Grounds Will set a date to discuss C2AE report

Endowment No Report

Personnel No Report

Public Relations Article regarding building plans in Gazette and Union Enterprise

**Trustee Comments:** No Comments

**Public Comments** Thank you to the Board for sharing the Building Report

## **New Business**

Mid year Budget Revision- Bell Moore reviewed the budget line by line and suggested changes to several line items. *Motion Keeney/Vance to adopt revisions as presented to the Operating Budget for fiscal year 2011-12 dated 8 months ending February 2012 with revenue and expenditures totaling \$488,126.00. Roll call Vance yes, Parsons, yes, Gelbaugh yes, Klade yes, Keeney yes, Haan yes, Asselmeier yes Motion carried 7 yes 0 no*

Landscape Bids- Bell Moore presented a bid from Landscape Designworks. She put out ads for bids in several local papers and on the web site. Only Landscape Designworks submitted a bid. The Library Board and Staff have been very pleased with the service proved by Landscape Designworks over the past several years. *Motion Parsons/Keeney to accept the bid as outlined in the letter dated February 15, 2012 from Landscape Designworks detailing costs for services for a period of three (3) years. Letter will be attached to the minutes. Roll call vote Keeney yes, Klade yes, Gelbaugh yes, Parsons yes, Vance yes, Haan yes, Asselmeier yes. Motion carried 7 yes 0*

Meeting was adjourned at 9:15 p.m.

Respectfully submitted,  
Connie Haan, Secretary