

Minutes of the regular meeting of the Charles A. Ransom District Library Board of Trustees - July 19, 2011

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

Members present: Klein, Vance, Haan, Keeney, Gelbaugh, Heed, Asselmeier

Members absent: Klade

Director Bell Moore

Assistant Director Marsh

Special Agenda Items: No Items

Consent Agenda:

Minutes of the June 21, 2011 meeting: *Motion to approve the June 21st minutes Klein/Keeney As presented. Carried.*

Financial Report:

There was not a quorum at the June 30th meeting. The meeting was scheduled to make yearend adjustments, however the board has been making adjustments through out the year so only minor adjustments would have been made at this meeting. As of the end of June the revenues received were 95 % of budget and the expenses totaled 89% of budget.

Presidents' Report:

President Asselmeier welcomed Pat Vance who will be serving the remaining term of Dave Prentice representing Gun Plain Twp.

Director's Report:

Administrative

- We have received notification from the city of Plainwell that any additional false fire alarm calls will be charged to us. I have included a quote from Cofessco for replacing all of our outdated smoke detectors, which will hopefully alleviate this problem.
- I sent an RFP (included) for an engineering study of our building to 9 engineering firms. Proposals will be returned in time for a decision at the August board meeting.
- I have been exploring the possibility of digitizing the Union Enterprise newspaper and making it available via our website; however, at this time I do not yet have permission from the publisher to move forward.
- The tables for the new grant computers have arrived, but we are still waiting on the actual computers.
- Gun Plain Township has appointed a new trustee, Pat Vance. Pat is an avid and enthusiastic library patron and we are thrilled to have her join the board!
- The Michigan Library Association notes that the state legislature will be focusing on the possible personal property tax elimination in the fall; I will monitor this situation closely and keep you informed.
- The MLA Annual Conference is scheduled for Oct. 26-28, and will be back in Kalamazoo this year at the Radisson. Please let me know if you'd like to attend the conference, as early-bird registration ends on Aug. 19th. More information about the conference can be found at: <http://www.mla.lib.mi.us/events/annual>.

Committee Reports:

Budget no
Building and Grounds no
Endowment no
Personnel no
Public Relations no

Trustee's Comments:

Tom Klein and other board members expressed their appreciation for the contribution Dave Prentice made to improve the Library while he served as a Trustee.

Comments from the Public: No Public

Continued Business:

Investment Policy Second Reading – *Motion Haan/Gelbaugh to adopt "Operating Funds Investment Policy" as presented. Roll call vote: Heed yes, Keeney yes, Haan yes, Gelbaugh yes, Asselmeier yes, Klein abstain, Vance abstain 5 yes, 2 abstain Motion Carried*

New Business:

Director Bell Moore recommended several changes to the Meeting Room Policy, the Circulation Policy and the Patron Conduct Policy for a first reading. The Board reviewed the changes and final documents will be reviewed for a second reading at the next meeting.

Selection of Auditor: *Motion Klein/Heed to engage Siegfried/Crandall PC to conduct the audit for 2010-11 at a cost of \$3600.00. Roll call vote: Keeney yes, Klein yes, Haan yes, Gelbaugh yes, Heed yes, Vance yes Asselmeier yes Motion Carried*

Bid for fire alarm replacement – Director Bell Moore presented a bid of \$1565.00 from Confessco to update and replace 14 existing fire alarm system smoke detectors. Gelbaugh reminded the Board any items over \$1500.00 need to go out for additional bids. The Board suggested the Director contact Confessco to ask for a \$65.00 reduction in the bid. So not to delay this project the board did make a *motion Haan/Klein to allow up to \$1500.00 to replace and update the smoke detectors. Roll call Heed yes, Gelbaugh yes, Haan yes, Keeney yes, Vance yes, Asselmeier yes. Motion Carried*

Next meeting August 16, 2011

Adjournment: Motion to adjourn 8:45 p.m. Keeney/Klein carried.

Respectfully submitted,
Connie Haan, Secretary