

Minutes of the Regular Meeting of the Ransom District Library Board of Trustees June 19, 2012

Meeting was called to order by President Asselmeier at 7:02 p.m.

Members present: Keeney, Klein, Gelbaugh, Haan, Vance, Asselmeier, Parsons.

Members absent: Klade

Director Bell Moore

Public: Phil Caruso representing the Friends

Guest: Joseph Mika, Robert Raz, and Marianne Hartzell, representing Hartzell-Mika Consulting, LLC

Special Agenda Item: Joe Mika presented a proposal to the Board to do a needs assessment and feasibility study. Joe Mika and Robert Raz explained how they would conduct the study and reviewed the costs.

Minutes - April 17, 2012 – Motion Parsons/Keeney to approve the April 17th minutes with the correction that Klade was absent. Carried.

May 15, 2012 – Motion Keeney/Parsons to approve the May 15th minutes. Carried.

Financial Report - Motion Keeney/Klein to transfer the funds as presented in the Director's Report. Roll call vote 7-0

- Recommended transfers:
 - 250.00 from 7012 Utilities-Gas/Heat to 7014 Utilities-Telephone
 - 176.00 from 7020 M&R/Bldg. Heating and AC to 7021 M&R-Lawn Care
 - 163.00 from 7020 M&R/Bldg. Heating and AC to 7024 M&R-Equipment Maintenance
 - 70.00 from 7033 Supplies-Postage to 7032 Supplies-Office
 - 51.00 from 7065 Programming-Youth to 7038 Supplies-Children and Teen
 - 105.00 from 7050 Dues to 7051 Conferences

President's Report – No Report

Director's Report –

Financial

- 11 months into the fiscal year, we have received 99% of our budgeted income and spent 86% of our budgeted expenditures.

Administrative

- Summer Reading has gotten off to a great start! Magician Jeff Wawrzaszek presented a fantastic kick-off event, with over 140 people attending.
- The RFP for the Needs Assessment/Feasibility Study resulted in one submission, from Hartzell-Mika. Representatives from the CSM Group also met with me to convey their interest in acting as construction managers for any future construction project we may undertake.
- The parking lot will be re-stripped in July.
- Our Priority health insurance renewal came in with a lower increase than we had expected, 13% instead of 20-24%. Other plans/companies did not come in significantly cheaper, so it seems reasonable to stay with our current Priority plan with no changes. There is an explanation of the cost breakdown, including the new 80/20 state law, in your mailbox.

Committee Reports

Budget – No report
Building and Grounds – No report
Endowment – No report
Personnel – No report
Public Relations – No report

Trustee Comments – Tom Klein asked if the support column in the Burchfield Room should be covered, he feels the post looks unfinished in its present condition. The general consensus was not to spend the additional funds.

Comments from the Public – No comments

Continued Business – Second Reading of the 2012-13

Motion Vance/Klein to levy a millage of .9176 with an operating budget of \$468,841.00 for fiscal year 2012-13. Roll call vote Keeney yes, Vance yes, Parsons yes, Haan yes, Gelbaugh yes, Klein yes, Asselmeier yes. Motion carried 7-0.

New Business –

Needs Assessment/Feasibility Study

The Board had a round table discussion of the presentation by Hartzell-Mika. The Board will discuss the study after everyone has a chance to review the documents at the Budget review meeting on June 27th.

Selection of Auditor

Motion Keeney/Klein to engage Siegfried-Crandall to conduct the audit for the budgeted amount of 3700.00. Motion Carried.

Nominating Committee-

The Nominating Committee recommends that the Board vote to retain the present Board Officers: President Alan Asselmeier, Vice President Tom Klein, Secretary Connie Haan, Treasurer Melissa Gelbaugh. Motion Vance/Parsons to accept the recommendation of the Nominating Committee. Motion carried.

Special Meeting -Wednesday, June 27th at 7:00 p.m.

Next Regular Meeting will be July 17th at 7:00 p.m.

Motion to adjourn 8:30 p.m

Respectfully submitted,
Connie Haan, Secretary

**Minutes of the Special Meeting of the Ransom District Library Board of Trustees
June 27, 2012**

Call to order at 7:05 p.m. by President Asselmeier

Members present – Klein, Asselmeier, Haan, Vance, Gelbaugh, & Klade

Members absent – Parsons, Keeney

Purpose of the Special Meeting –

Review and adopt Budget Amendment for the end of fiscal year 2011-12.

Action on Hartzell-Mika Proposal

First Item was a review of the proposed budget amendments for the fiscal year ending 2011-12 as presented below:

Ransom District Library
Budget Amendment
6/30/2012

REVENUE:

Property Taxes	403,949
Fines and Forfeitures	55,000
State Grants	5,128
Charge for Service	13,738
Investment Return	2,681
Other	<u>9,136</u>
Total Revenue:	489,632

EXPENDITURES:

Capital Outlay	20,308
Culture and Recreation	<u>436,387</u>
Total Expenditures:	456,695

NET CHANGE IN FUND BALANCE: 32,937

Building Restoration	21,026
Other Fund Balance	11,911

After discussion a motion was made by Klade/Klein to approve the recommended budget amendments as proposed in the document dated June 30, 2012. Roll call vote: Vance yes Gelbaugh yes, Klade yes, Klein yes, Haan yes, Asselmeier yes. 6-0 carried.

Second Item was a review of the proposal made by Hartzell-Mika dated June 11, 2012, for a needs assessment and feasibility study. The Board was presented this proposal at the regular meeting held on June 19th and all members were given a chance to review the written proposal.

After a discussion a motion was made by Vance/Haan to accept the proposal presented by Hartzell-Mika to do a needs assessment and feasibility study at the cost listed in the proposal dated June 11, 2012. Roll call vote: Klein yes, Klade yes, Vance yes, Gelbaugh yes, Haan yes, Asselmeier yes 6-0 carried.

Meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Connie Haan, Secretary