

**Minutes of the regular meeting of the Charles A. Ransom District
Library
Board of Trustees
March 20, 2012**

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

Members present: Gelbaugh, Keeney, Klein, Klade, Vance, Haan, Asselmeier, Parsons
Director Bell Moore

Assit. Director Gross

Public: 6

Special Agenda Items: Emily Schada spoke as a representative from the DDA and offered assistance to the Library staff or Board when investigating funding for possible expansion plans.

Minutes of the February 21, 2012- *Motion Vance/Keeney to approve the minutes as written. Motion carried.*

Financial Report: All transfers from the 5th Third account to the PNC accounts have been completed. After 8 months 83% of the projected income has been received and 64% of projected expenses have been spent.

President's Report: President Asselmeier welcomed the public who attended. He gave a brief outline of what the Board has done since the Strategy Planning Session regarding future possibilities for expansion of the Library.

Director's Report

Financial

- Eight months into the fiscal year, we have received 83% of our budgeted income and spent 64% of our budgeted expenditures.
- No recommended budget transfers.

Administrative

- We have completed our MMRMA liability renewal process. This year's contribution is \$8,297, which is a reduction of \$887 from last year. In addition, MMRMA has announced a \$38,644,191 distribution of excess net assets to current renewing members. Last year we received \$140 back as part of the net asset distribution; this year we should see slightly more than that since we have another year of experience (and no claims).
- I have scheduled a meeting with Paul Bristol, Area Specialist for Rural Development, to discuss low-interest USDA loans for library improvement projects. I will meet with Paul on March 27 at noon; all board members are welcome to attend this meeting as well.
- It will still be a few weeks before we have taxable value information to begin planning the 2012-2013 budget, but we should have an initial draft of the budget ready for the April board meeting.
- Debbie Clark and I discussed our health insurance renewal needs. I explained the new state requirements to Debbie and specified that we would like to move to a July-June policy period. She is gathering options from a variety of providers.
- Emilie Schada, Economic Development Manager for the city of Plainwell, also contacted me regarding possible grant opportunities for a library building project; her email is included in your board packet.

Building

- Blair Bates came and looked at the roof rafters, following C2AE's recommendation that we repair those problems fairly soon. I have not yet heard back from Blair as to his recommendation.
- Assistant Director Gross gave a report on upcoming events and continued programs.

Committee Reports

Budget: No Report - The Committee does need to schedule a meeting with the Personnel Committee to begin the budget process for 2012-13

Building and Grounds - The committee did meet and will report under Continued Business

Endowment - No Report - Based on Charter the Fund is limited on how it is invested.

Personnel- Director Evaluations will be sent by email later within the next 3 weeks.

Public Relations- No Report

Trustee Comments: Tom Klein asked that when USDA funds are being investigated that we are mindful of any strings that might be attached to loans or grants.

Comments from the Public- School Board Members Jennifer Loftus and Kim Shafer both expressed appreciation for attendance by several Library Board Members at the School Board meet and greet at the HS Auditorium. Emily Schada thanked the Library for participating in several of the Arts programs.

Continued Business: President Asselmeier asked for a round table discussion on thoughts regarding the C2AE report and Library expansion. Several Board Members did speak to the need for space and the need to repair the areas that were documented in the report. Klein felt that an email sent to all Board Members stating the Building and Grounds Committee was recommending accepting the report was a form of a motion. After discussion a motion was made

Klein/Parson to Use the C2AE report as a tool for further evaluation as the Library moves forward in the planning process of the needs of RDL. Roll call vote: Keeney yes, Parson yes, Gelbaugh yes, Klein yes, Haan yes. Vance yes Klade yes, Asselmeier yes. Motion Carried.

New Business No New Business

Meeting adjourned at 8:15 p.m.
Respectfully submitted,
Connie Haan, Secretary