

## Minutes of the regular meeting of the Charles A. Ransom District Library – November 15, 2011

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

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

Director Bell Moore

Assistant Director Gross

Public: Amanda Mason Project Manager CSM Group

Special Agenda Items: Amanda Mason requested a few minutes of the Board's time to introduce herself and explain services provided by CSM Group in relation to our investigation for expansion.

Minutes of the October 18, 2011 meeting were reviewed. Motion Keeney/ Klade to accept the minutes as written. Motion carried.

Financial Report: Bell Moore reported the Audit is completed. The Board will schedule a special meeting to review the draft prior to accepting the Audit at the December meeting. This needs to be completed for the state by December 31<sup>st</sup>.

President's Report: Nancy Heed has resigned from the Board due to schedule and work conflicts. The Board regrets her resignation and thanks her for many years of service.

Director's Report:

### **Financial**

- The audit was completed on October 25.
- Four months into the fiscal year, we have received 24% of our budgeted income and spent 33% of our budgeted expenditures.
- We are close to being able to close out our 5/3 bank accounts. We have transferred all of the electronic banking transactions to our PNC account, and as soon as we are confident those functions are all working smoothly we will work with Melissa to close the 5/3 accounts.

### **Administrative**

- All staff attended at least one day of the MLA annual conference in Kalamazoo, and Alan was also able to attend one day.
- We are finally back to full staff! Kim Bowe returned from her maternity leave on November 2, and we are VERY happy to have her back.
- C2AE held a project update meeting for the Building and Grounds Committee on November 4<sup>th</sup>. The preliminary report and accompanying materials are at the circulation desk; we are planning on having C2AE present their full findings at the January board meeting.
- Five library representatives are participating in the Plainwell Schools' Dynamic Planning Summit. Joe, Alan, Melissa, Connie, and I are all working on this process.
- Sadly, one of the crabapple trees next to the front steps sustained major damage from the first snowfall of the season and had to be removed.
- Blair Bates will begin working on the Birchfield Room repair soon. He was able to meet and speak with Dennis Jensen from C2AE, so he understands exactly what needs to be done.

- I met with Ryan Wieber from the Otsego District Library and Beth Timmerman from the Kalamazoo Public Library to discuss collaborating on a project to digitize the Union Enterprise newspaper. I have included a copy of the agreement all parties will be signing to allow us to move ahead with the project. The projected cost for the first phase of the project, which will include digitizing the Union Enterprise from 1975-2008, is approximately \$740.

Committee Reports:

Budget: Will need to set a meeting to review Draft Audit

Building and Grounds: Will meet with C2AE on November 4<sup>th</sup>

Endowment: Klade met with Edward Jones to review investments will call meeting for Dec.

Personnel: No meeting

Public Relations: No meeting

Trustee's Comments: No Comments

Public Comments: No Public

Continued Business:

Support Post in corner of Burchfield Room

Motion Keeney/Vance to accept bid of \$1240.00 from Building Restoration: Blair Bates to erect a support post in the Burchfield Room as detailed in the proposal dated 11-7-11. Discussion: Klein was concerned that if the post was not enclosed as a decorative post it would look unsightly. The Board agreed to decide if it needed to be enclosed after it was installed.

Roll call vote: Gelbaugh yes, Keeney yes, Klade yes, Vance yes, Klein yes, Haan yes, Asselmeier yes

Motion carried 7 yes 0 no

New Business:

Employee Bonus – In lieu of a retirement program the Board has considers a one time bonus based on salary of eligible employees to be paid in December.

Motion Klein/Keeney to pay the budgeted amount of a 4% one time bonus for this fiscal year to eligible employees. Roll call vote: Keeney yes, Vance yes, Klade yes, Klein yes, Gelbaugh yes, Haan yes, Asselmeier yes. Motion carried 7 yes 0 no

Motion to adjourn at 8:00 p.m. Keeney/Klade carried.

Respectfully submitted,  
Connie Haan, Secretary