

## **Minutes of the Ransom District Library Board of Trustees – September 18, 2012**

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

Members Absent: Parsons

Director Bell Moore

Asst. Director Gross

Phil Caruso – Friends of the Library

No Public

**Call to Order:** Meeting was called to order by President Asselmeier at 7:10 p.m.

**Special Agenda Items:** No Items

**Minutes** - August 21, 2012

*Motion Vance/Keeney to accept minutes as written. Carried*

**Financial Report:** The Board reviewed the report. Director Bell Moore is not recommending any transfers at this time.

**President's Report:** No Report

**Director's Report – Bell Moore**

### **Financial**

- Two months into our fiscal year, we have received 8% of our budgeted income and spent 19% of our budgeted expenditures. This is not unusual, as we typically make large expenses that we held off on at the end of the previous year during the first few months of the new fiscal year. Of course, it also takes time for the tax collections to start arriving.

### **Administrative**

- Our audit with Siegfried Crandall has been scheduled for October 5.
- The City of Plainwell has a new Treasurer, Brian Kelly. I met with Brian to discuss procedures between the library and the city. We will begin receiving our tax collections from the city via direct deposit, which will be a time saver for our bookkeeper. Also, instead of billing us for DDA/TIFA captures, they will simply withhold that amount from what they send us, therefore saving the bookkeeper having to write a check back. (We will still receive documentation from them about the amount of DDA/TIFA captures withheld).
- Make sure to check out our beautiful new shelving units in the youth fiction area! We worked with E. Leet Wordworking, a Plainwell company, to make us units identical to the freestanding units we had previously ordered from a library supply company. The new units are superior in construction and appearance to the owns we already own, and most importantly they are cheaper! E. Leet was very happy to work with us and give us a great deal. We plan to add more of these units to the youth area to spotlight individual book collections, as funds allow.
- We were extremely pleased to receive a \$1,000 donation from the Gun Lake Casino. The casino board donated \$1,000 to each of the libraries in Allegan County, to be used in the general area of youth literacy.
- Snow plow bid information will be going out this week. The bids will be ready to be voted on at the October board meeting.

**Assistant Director – Joe Gross**

Shared with the Board the programs and attendance to programs being held for children and youth in the community. Also some changes in the Library layout to make it easier to select age appropriate materials.

**Committee Reports:**

Budget- No Report

Building and Grounds – No Report

Endowment- No Report

Personnel – No Report

Public Relations – No Report

**Trustee’s Comments:** General funding discussion on options for the future.

**Continued Business:** No continued business

**New Business**

Special Meeting with Hartzell-Mika to review feasibility report on October 2, 2012 at 7:00 p.m.

Meeting adjourned Keeney/Lee at 7:55 p.m. Carried

Respectfully submitted,  
Connie Haan, Secretary