

## Minutes of the regular meeting of the Charles A. Ransom District Library – April 20, 2010

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

Members present: Asselmeier, Klein, Gelbaugh, Prentice, Haan, Miles

Members absent: Keeney and Heed

Director: Bell Moore

Guest Bob Raz, Marianne Hartzell, and Joe Mika from Hartzell, Mika Library Consulting

No Public

### Special Agenda Item:

- Presentation from Hartzell-Mika Consulting on the services they provide libraries to identify items for future planning. They have been in business 11 years. They have worked with libraries all over the state and some project in other states. They have personal library leadership experience as directors or instructors of library science curriculums. They explained focus groups will be organized to identify strengths and areas of challenges.

Consent Agenda: The minutes of the March and April meeting will be reviewed at the May meeting.

### Financial Report:

- The new PNC accounts have been straightened out so the checking does not have a large balance not earning interest. There is still a concern of FDIC insurance some funds may need to be moved.

President's Report: No Report

### Director's Report:

#### **Building**

- I am in the midst of bidding out the landscaping/lawn care contract. A mandatory pre-bid meeting was held on Thursday, Feb. 11<sup>th</sup>. Four landscaping firms attended. Bids are due on Feb. 18<sup>th</sup> and there will be a public opening on Feb. 19<sup>th</sup>. I will have my recommendation for the Board at the March board meeting.
- The sign on the front lawn is getting close to needing replacement. I will begin researching our options.

#### **Programs**

- The Library will participate in Plainwell's first Art Hop on February 16<sup>th</sup>. We will host local children's book illustrator Korene Vandenberg, painter Deborah Mattson, and felt artist Suzanne Higgs.
- The first RDL Olympics was a huge hit on Saturday, Feb. 13<sup>th</sup>. Approximately 100 people attended the event and played a variety of games including sword fighting with pool noodles, speed skating with shoeboxes, and the 100-inch dash. We heard many comments that parents appreciated the afternoon of free entertainment.

- The Adult Reading program kicked off with a fun presentation by author Kristina Riggles. Currently there are 21 adults signed up for the program.

### Administrative

- I am in the process of compiling the information needed for a quote on adding worker's comp to our liability insurance policy.
- Julie Stout has begun her maternity leave earlier than expected and may have an induced delivery on Tuesday, Feb. 16<sup>th</sup>.
- I have submitted and received the Mel Delivery and Technology reimbursements from the SMLC, for a total of \$3,000.

### Committee Reports:

#### Budget Committee:

Gelbaugh asked that the Budget Committee have at least two additional meetings since the Library will be facing decreases next year. Meetings have been set for May 1 at 10:00 a.m. and May 13<sup>th</sup> at 6:00 p.m.

#### Building and Grounds: No report

#### Endowment:

CD will mature in less than a month, Prentice will speak to Jim Meles regarding renewal of this CD.

#### Personnel Committee:

The Committee did meet to tally the Director's evaluation. Asselmeier will meet with Bell Moore on the 23<sup>rd</sup> to discuss evaluation.

#### Public Relations:

Allegan Co. is hosting a session for different governmental units to find ways to work together and not duplicate services.

### Continued Business:

Gift Acceptance Policy – Motion was made by Prentice/Haan to revise Policy 20

Gift/Donation Acceptance Policy as presented with one correction, in the first sentence of paragraph 3 to read.....is wholly in the purview of the Director and/or the Library ...

Roll call vote: Miles yes, Haan yes, Prentice yes, Klein yes, Gelbaugh yes, Asselmeier yes.

6 yes 0 no, motion carried.

### New Business:

#### Replacement of Furniture for the Burchfield Room.

Director Bell Moore presented a quote to replace furnishings. The Board general consensus is that this project should be completed, however a decision to adopt the proposal presented was tabled for more information.

Next Meeting will be held on May 18, 2010

Motion to adjourn Klein/Haan

Respectfully submitted,  
Connie Haan

Secretary