

Minutes of the Ransom District Library Board of Trustees Regular Meeting – November 16, 2010

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

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

Member absent: Heed

Director Bell Moore

Guest: Marianne Hartzell and Joe Mika

Public: Phil Caruso, & Mike Vandenberg

Special Agenda Item: The Board was presented by Hartzell-Mika an overview of the Strategic Plan that was developed through the process of the focus groups and two planning sessions held at the Community Center. The Board expressed appreciation to all who attend the focus groups and the two sessions held at the Community Center. It is now up to the Board and the Director to review the plan and develop a list of priorities of the goals and objectives listed, plus a time line to accomplish the goals.

Minutes: *Motion Klein/Keeney to accept the minutes as written. Motion Carried*

Financial Report: The audit was completed on November 2nd. Gelbaugh asked that a draft copy be provided for the board prior to vote in December.

President's Report: President Asselmeier thanked all who participated in the Strategic Planning Sessions.

Director's Report:

Financial

- Audit completed on Nov. 2.

Administrative

- The final strategic planning session was held on October 23.
- The process of setting up the SMLC Overdrive group is underway. Overdrive will allow patrons to download audio books and e-books to their own personal reader/player devices. The system should be fully operational by January.
- We are now subscribing to a service called Dear Reader, which will send an email of our new materials to patrons who sign up for the service. I will have more information about how to join this service as soon as it is fully operational.
- We are working with our graphic designer (April Russell of Three Peas Design) on creating a marketing plan to more effectively promote our materials and services.
- I am also working on writing a detailed technology plan to accompany the strategic plan.
- The BTOP computer grant process has begun. We will be receiving 5 new patron computers, which we may order to our own specifications. There are also funds in the grant for purchasing new computer furniture and other related costs. Because there is funding for furniture included in

the grant, I am looking at adding desktops rather than laptops. We are responsible for a \$1,250 cash match (\$250/computer), which we will either have to pay directly or could be absorbed by project costs above the total amount of the grant. I will have more details on the exact project budget at the next board meeting.

- The staff has been overhauling our overdue/lost materials procedures, with the goal of reducing errors with patron accounts and increasing the return of library materials.
- I recommend purchasing Meijer gift cards for the staff holiday gift cards this year. In the past we have purchased Chamber of Commerce gift certificates, but that is no longer an option due to the Chamber's current state of operations.
- Check out our snazzy new flash drives, available for sale to patrons for \$5. This amount just covers our own purchasing costs.

Committee Reports:

Budget – Plan January meeting for 6-month review

Building and Grounds- Plan to meet in January

Endowment: CD will mature in December presently 3.4%

Personnel: No Report

Public Relations: No Report

Trustee's Comments- Klein commented that he felt the Strategic Planning Sessions went very well and was pleased to have worked with Hartzell-Mika.

Comments from the Public: Mike Vandenberg stated he appreciated being involved with the sessions held at the Community Center.

Continued Business: Dental Insurance

The Board had a lengthy discussion on the subject of adding an additional benefit to cover the loss of the dental portion of the health insurance benefit when the decision was made to set up HSA for eligible employees. The final consensus was to not add an additional benefit to the present HSA format for benefits. The staff can use HSA monies to pay for dental expenses and it will be up to the individual employee how HSA funds are used.

By general consensus the Board directed the Director to begin to develop the goals and objectives as per the Strategic Plan as written and presented by Hartzell- Mika for areas that are under her supervision. The Board will then review the plan and decide on a path forward.

New Business- Employee December Bonus

Motion was made Keeney/Klein to approve the payment for eligible employee bonuses as budgeted at 4% per eligible employees for a total expense of \$6969.00.

Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Connie Haan, Secretary