

Minutes of the Charles A. Ransom District Library Board – September 19, 2006

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

Members present: Asselmeier, Gelbaugh, Prentice, Keeney Davis

Members absent: Haan

Director Katie Bell Moore

Minutes: Due to a lack of quorum at the August meeting no minutes were taken

Motion to approve July minutes as written. Motion carried.

Financial Report:

- Director Bell, Bookkeeper Carol Borgais, Prentice and Gelbaugh met to discuss our non endowment funds and investments and cash flow issues to better maximize investments.

President's Report:

- City of Plainwell has appointed Nancy Heed to replace Leslie Bush and Cooper Township has appointed Tom Klein to replace Barb Bradley.
- Reminder of a Strategic Planning Group meeting Thursday, September 21st at 6:30 p.m. all board members are welcome.

Director's Report:

Programs

- Final Summer Reading Program statistics show that over 350 children and teens completed the reading program. In addition, approximately 1,400 children attended the special events and programs held over the summer (but did not necessarily complete the reading program).

Marketing/Publicity

- New library cards will be arriving soon! The cards will feature our new logo and will also include our contact information and hours of operation. Patrons will receive both a regular wallet-size card and a keytag card, and will have their choice which style they would like to use.
- We are preparing to publish a special Library newsletter, which will be distributed with the Shopper's Guide in early October. This newsletter will showcase upcoming events through the end of December. It will also include a donation form to encourage monetary donations to the Library. The newsletter will go to almost all of the households in our service area. The Otsego library uses this method to distribute their newsletter and has found it to be very successful. It is less expensive than the postage costs would be to mail the newsletters.
- Erin Marsh created a display for the window at Campbell's drugstore. It is called "Get Real @ Your Library" and showcases non-fiction books for kids and adults.

Building/Grounds

- Minor repairs were made to the roof and the air conditioning system.
- I have contacted Consumers Energy to request an "energy audit" of the building, with an intent to find ways to lower our energy costs.

Staff

- Two new pages were hired and are working out very well. Karena Chapman is doing an excellent job of training and supervising the pages.
- Gayle Pierce is undertaking an official mentorship of Karena Chapman in the area of cataloging. Gayle submitted a training plan to the Library of Michigan, which has been approved. When Gayle and Karena complete the plan, Karena will receive the necessary continuing education credits for the cataloging skill area. This is a wonderful service Gayle is

providing because it saves us the expense of sending Karena to continuing education workshops—and Gayle is an excellent cataloger and teacher!

- We are planning to resume Sunday hours on October 1st, if the Board approves. Mark Dunham is not available to work Sundays this year. Two staff members were interested in working Sundays. I will be doing some in-depth reference training with these staff members to make them more prepared to handle homework questions, etc.

Miscellaneous

- Erin Marsh and the Director will be submitting an application for an LSTA grant this year. The plan is still in the outline stages but will involve purchasing multi-media computer stations with high-end graphics capabilities for use with the comics/drawing group that has drawn interest from our teen patrons.

Committee Reports:

- Budget no report
- Building and Grounds-Little progress on replacement of front door. Davis will continue to explore possible construction and look at other libraries in the area.
- Endowment no report
- Public Relations no current activity

Trustee Comments:

- Prentice requested that new members get appropriate materials, Bell Moore will supply booklets.

Continued Business

- Table door replacement
- Second reading of By Law Revision - Motion (Keeney/Prentice) to revise Section 2-b regarding amended vote to approve as submitted. Motion carried unanimously.

New Business:

- Director's and Officer's Liability Insurance: Motion to purchase insurance with a combined policy from Burnham and Flowers at a cost of Motion carried unanimously.
- Motion to begin Sunday hours on October 1 to Memorial Day. Motion carried unanimously.

Motion to adjourn 8:00 p.m.

Next meeting: October 17, 2006

Respectfully submitted, Pat Davis for Connie Haan

Typed: Connie Haan