

**Minutes of the regular meeting of the Ransom District Library Board of Trustees**  
February 16, 2021

Meeting was called to order on Zoom at 7:05 pm by President Asselmeier

Members present: Asselmeier (Cooper) Haan (Bonita Springs, Florida), Gelbaugh (City of Plainwell), Harter (Gun Plain), Klade (Gun Plain), Parsons (City of Plainwell), Klein (Cooper) ~~Keene (City of Plainwell)~~

Director Gross (Kalamazoo)  
Assistant Director Marsh (Kalamazoo)  
No Public


Special Agenda Items: No items

*Consent Agenda: Motion Klein/Harter to approve minutes of the January 19, 2021, regular meeting with the correction to Members present. Klade was absent. Motion Carried. Roll call vote all in favor.*

Financial Report: Gross reviewed the written financial report. Remaining project estimates are within the budget and doing well as the financials transition to the new building.  
President's Report- No Report

Director's Report - Gross reviewed written Director's report.  
Assistant Director Marsh reported on activities reaching out to patrons on Zoom from Story Time to a Zoom meeting with Gilkey. Also updates on website and preparing for Summer Reading.

**Committee Reports**

Budget - Meeting was held in January. Review of the Budget YTD and few line items were over budget. Wrapping up building expenses with many items under budget such as furniture.  
Building & Grounds - No report  
Building - Joe reported on cost of deck be more than estimated but other projects were under budget, Deck will match the railing in the children's area. Sign is being updated to a 3 message line. Training on use of HVAC. The building punch list is getting smaller.   
Parking lot will be completed as weather permits.  
Endowment- Funds were placed in a 5 Year CD at Advia  
Personnel - no report  
Public Relations -Newsletter is due to come out end of March

Trustee Comments: Klein asked about the status of the Drop box. It has been improved but still not perfect.

Comments from Public - no public

Continued Business - no continued business

New Business-no

*Motion to Adjourn Haan/Klein carried. Roll call vote all in favor.*

*Next Meeting March 16, 2021.*

*Respectfully submitted*  
*Connie Haan, Secretary*

**Board of Trustees Meeting  
February 16, 2021**

**Director's Report**

**Financial**

- At the end of 7 months, we have received 58% of our budgeted income, and we have spent 47% of our budgeted expenditures.

**Administrative**

- The Library has continued to welcome patrons back to the building along with our drive-through and curbside delivery services. As of February 8<sup>th</sup>, we no longer keep the doors locked with a greeter to open them, and patrons can simply enter the building on their own. COVID-19 protocols (masks, distancing), of course, are still required.
- I have begun our MMRMA General Liability forms for this upcoming year's renewal, which begins on April 1<sup>st</sup>.
- The Library's Annual Report has been finalized and filed with the State of Michigan.
- With the help of Superintendent Matt Montaigne and the Plainwell Community Schools, all of the Library staff received a first dose of the Moderna COVID-19 vaccine on Friday, February 12. We will all receive the second dose on March 12, and I am considering whether to close the Library that weekend.