

***Minutes for the regular meeting of the Ransom District Library Board of Trustees
December 13th, 2022***

Meeting called to order by Vice-President Harter at 7:09 p.m.

Members Present

Burt, Dahlquist, Gelbaugh, Harter, Parsons
Director Gross, Assistant Director Marsh
Public: none

Special Agenda Items

- None

Consent Agenda

- Minutes of the November 15, 2022 Regular Meeting of the Ransom Library Board
A motion was made (Parsons/Gelbaugh) to approve minutes as presented. The Board voted unanimously to pass the motion.

Financial Report

- The Library has received 21% of its budgeted income for the new fiscal year, and has spent 36% of its budgeted expenditures.

President's Report

- None

Director's Report

- The minimum wage increase to \$10.10 on January 1st will not require any immediate payroll changes.
- Bonuses have been paid to eligible employees.
- The Library's annual Municipal Bond disclosure is ready to be submitted.
- The Library's concert series will start on February 19th, paid for by the Friends of the Library.

Assistant's Report

- The Library hosted Santa Claus on December 10th, along with over 150 visitors (versus approximately 30 people last year).

Committee Reports

- Budget (Gelbaugh) - did not meet.
- Building and Grounds (Dahlquist) - Some counters that have begun warping will be fixed.
- Endowment (Klade) - did not meet.
- Human Resources (Parsons) - did not meet.
- Policy (Harter) - see Continued Business.
- Public Relations (Burt) - Bill Parsons was in an article in the Union Enterprise.

Trustee Comments

- Parsons - Allegan Area ESA has commented on how great it is working with Erin Marsh on literacy programs.

Comments from the Public

- None

Continued Business

- First Reading of the Circulation Policy - Presented and discussed. Suggested edits will be included in the Second Reading next month.

New Business

- Approval of the 2021/2022 Annual Audit: A motion was made (Parsons/Gelbaugh) to accept the Financial Statement Draft as presented. The Board voted unanimously to pass the motion.

Next Meeting: January 17, 2023

Meeting was adjourned at 7:59 (Dahlquist/Burt).

Respectfully submitted,
Kelly Burt
Board Trustee

**Board of Trustees Meeting
December 13, 2022**

Director's Report

Financial

- At the end of 5 months, we have received 21% of our budgeted income, and we have spent 36% of our budgeted expenditures.

Administrative

- As of January 1st, the new minimum wage in Michigan will be \$10.10. The change will not require any immediate payroll changes by the Library. In February, however, a greater increase is scheduled to take effect. The increase, up to \$13.03, is pending the lifting of a stay of a Michigan Court of Claims decision. In addition to the minimum wage increase, the new Earned Sick Time Act will go into effect, which requires employers to pay 72 hours of sick time to full time workers and offer part-time workers an hour of paid sick leave for every thirty hours worked.
- On Friday, December 2nd, Analiese Mattson sat in for me in the annual reading of 'Twas the Night Before Christmas at the Plainwell Tree Lighting Ceremony.
- On Thursday, December 8, I resumed my role as Santa Claus at the Plainwell Senior Holiday Breakfast. I had a chance to discuss future possibilities for collaboration with Jason Herbert, the new Director of Community Education in Plainwell.
- As of today, December 13, bonuses have been paid to eligible employees.
- The 2022/2023 Audit Report and Qualifying Statement are ready to be submitted to S&P Global Ratings for our municipal bond's annual disclosure and to the State through our municipal advisors.
- The Library's concert series is finally returning, and the Friends of the Library have generously agreed to pay for the opening act and some light refreshments. Local cover artists, "Wallace, Beebe, Moehle, and Orr" will play on Sunday, February 19 at 2:00pm.
- Santa Claus visited the Library on Saturday, December 10. Assistant Director Erin Marsh welcomed over 150 people to the Hill Room for that event.