

***Minutes for the regular meeting of the Ransom District Library Board of Trustees
July 18th, 2023***

Meeting called to order by Vice-President Harter at 7:05 p.m.

Members Present

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

Special Agenda Items

- None

Consent Agenda

- Minutes of the June 20, 2023 Truth in Taxation Meeting:
A motion was made (Parsons/Keeney) to approve minutes with the following corrections:
Members Present - Assistant Director Marsh was not present.
The Board voted unanimously to pass the motion.
- Minutes of the June 20, 2023 Regular Meeting of the Ransom Library Board:
A motion was made (Parsons/Keeney) to approve minutes with the following corrections:
Members Present - Assistant Director Marsh was not present.
New Business: Appointment of Officers - Officers for the 2023/2024 year are Alan Asselmeier (President), Scott Harter (Vice-President), Melissa Gelbaugh (Treasurer), Kelly Burt (Secretary).
The Board voted unanimously to pass the motion.

Financial Report

- At the end of 12 months, the Library has received 102% of its budgeted income for the fiscal year, and has spent 90% of its budgeted expenditures.

President's Report

- None

Director's Report

- With the help of Cooper Elementary principal Keorkunian, a location for the new book drop off was decided and will be placed in August.
- Per the technology replacement plan, four new computers have been purchased for employees, one laptop for Youth Services, and a new production computer for the Media Lab.
- The Library received an excess asset distribution of \$2,678 from the insurance company.

Assistant's Report

- Approximately 600 children have signed up for the summer reading program and 86% have already finished the 5-book challenge.
- Approximately 325 people attended the Alligator program.

Committee Reports

- Budget (Gelbaugh) - did not meet.
- Building and Grounds (Dahlquist) - Discussed adding a more protective surface along the back wall in the Hill Performance Room; discussed adding landscape rock around the outside of the building; Dahlquist arranged for concrete pad to be poured for Cooper dropbox.
- Endowment (Klade) - did not meet.
- Human Resources (Parsons) - did not meet.
- Policy (Harter) - Gross is planning on adding new policies as needed.
- Public Relations (Burt) - did not meet.

Trustee Comments

- Parsons - Would like to discuss how the Library's investments are doing; Joe will get information for the next meeting.

Comments from the Public

- None

Continued Business

- None.

New Business

- Discussion of Library Investments - Gross will research better interest rates on investments.

Next Meeting: August 15, 2023

Meeting was adjourned (Keeney/Gelbaugh) at 7:52 p.m.

Respectfully submitted,
Kelly Burt
Board Trustee

**Board of Trustees Meeting
July 18, 2023**

Director's Report

Financial

- At the end of 12 months, we have received 102% of our budgeted income, and we have spent 90% of our budgeted expenditures.

Administrative

- The Library's completed and signed L-4029 form has been sent to each of our three municipal offices and the Allegan County Clerk and Equalization Offices.
- I met with Nicole Kerkorian at Cooper Elementary School regarding the placement of a Ransom District Library book return. We chose a position between the front sidewalk and the front of the school, near the main office. The book drop has been ordered, and should arrive in mid-August.
- Our cleaning professional, Wendy Dunshee, will require a leave of absence for medical reasons for at least four weeks, starting in late August. We have hired local cleaning company Service Master to fill in.
- As part of our technology replacement plan, we have purchased four new computers for full time employees. We have also purchased a dedicated laptop for Youth Services, and a new production computer for the Media Lab.
- Our new general liability plan has gone into effect as of July 1, and we have already received the annual "excess asset distributions". Our insurance cost \$7,168, and the asset distributions paid us back \$2,678.