

***Minutes for the regular meeting of the Ransom District Library Board of Trustees  
September 19th, 2023***

Meeting called to order by President Asselmeier at 7:03 p.m.

**Members Present**

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

**Special Agenda Items**

- None

**Consent Agenda**

- Minutes of the August 22, 2023 Regular Meeting of the Ransom Library Board:  
A motion was made (Keeney/Harter) to approve minutes as presented. The Board voted unanimously to pass the motion.

**Financial Report**

- At the end of 2 months, the Library has received 14% of its budgeted income for the fiscal year, and has spent 12% of its budgeted expenditures.

**President's Report**

- None

**Director's Report**

- The Library's annual audit is scheduled for September 25th with Siegfried Crandalle.
- Margie Harter will be the Treasurer of the Yes Committee for the 2024 Millage Renewal Campaign.

**Assistant's Report**

- Marsh and Karena Chapman beautified the front of the building with several new plants.

**Committee Reports**

- Budget (Gelbaugh) - did not meet.
- Building and Grounds (Dahlquist) - will fix small things, i.e. sensor for a smoke detector
- Endowment (Klade) - did not meet.
- Human Resources (Parsons) - planning to review/revise Employee Handbook
- Policy (Harter) - did not meet.
- Public Relations (Burt) - did not meet.

**Trustee Comments**

- None

**Comments from the Public**

- None

**Continued Business**

- 3D Printer Policy (2nd Reading) - Motion to Accept the 3D Printer Policy as written (Keeney/Harter). The Board voted unanimously to pass the motion.

**New Business**

- None

Next Meeting: October 17, 2023

Meeting was adjourned (Parson/Harter).

Respectfully submitted,  
Kelly Burt  
Board Trustee

**Board of Trustees Meeting  
September 19, 2023**

**Director's Report**

**Financial**

- At the end of 2 months, we have received 14% of our budgeted income, and we have spent 12% of our budgeted expenditures.

**Administrative**

- The Library's Worker's Compensation Payroll Audit for our provider The Lighthouse Group has been completed for this year.
- Our Annual Audit has been scheduled for September 25 with Siegfried Crandalle.
- This year's Annual Disclosure for the Library's municipal bond has been completed except for the Annual Audit.
- Our new external drop box that will be installed at Cooper Elementary has been shipped to the local distributor. We will have an installation date shortly.
- Margie Harter, current Treasurer of the Friends of the Library, has agreed to performing the same essential role for our 2024 millage renewal campaign. Margie also performed the Treasurer duties for the Library's 2018 municipal bond campaign. Thank you, Margie!
- Head of Youth Services Erin Marsh, with assistance from Patron Service Specialist Karena Chapman, purchased and installed an excellent variety of decorative plants around the front of our building.