

***Minutes for the regular meeting of the Ransom District Library Board of Trustees  
October 17th, 2023***

Meeting called to order by President Asselmeier at 7:05 p.m.

**Members Present**

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

**Special Agenda Items**

- None

**Consent Agenda**

- Minutes of the September 19, 2023 Regular Meeting of the Ransom Library Board:  
A motion was made (Keeney/Parsons) to approve minutes as presented. The Board voted unanimously to pass the motion.

**Financial Report**

- At the end of 3 months, the Library has received 18% of its budgeted income for the fiscal year, and has spent 21% of its budgeted expenditures.

**President's Report**

- None

**Director's Report**

- The new dropbox has been installed in front of Cooper Elementary.
- The Library's four endowment CDs have been reinvested.
- The Annual Audit with Siegfried Crandall has been completed.

**Assistant's Report**

- The Middle School has set aside a place for The Library to post announcements; Erin and Grace have already put up posters.
- The Halloween Parade is scheduled for 10/30.
- For the older kids, Humans vs Zombies is scheduled for 11/3.

**Committee Reports**

- Budget (Gelbaugh) - did not meet.
- Building and Grounds (Dahlquist) did not meet.
- Endowment (Klade) - CDs have been reinvested at higher rates.
- Human Resources (Parsons) - did not meet.
- Policy (Harter) - did not meet.
- Public Relations (Burt) - Newspaper article highlighting the installation of the Book Vending Machine at the Middle School

**Trustee Comments**

- Parsons - Sandy Stamm gave him interesting information about Waldo (WMU) being from Plainwell.
- Harter - The Friends of the Library is planning on setting up a scholarship for Library employees.
- Klade - Has been asked if the Library still budgets 60 (Personnel), 30 (Operations), 10 (Savings). The answer is yes, give or take a few percentage points.

**Comments from the Public**

- None

**Continued Business**

- None

**New Business**

- 2024 Millage Renewal: A motion was made (Harter/Klade) to ask the voters in 2024 to renew the 0.58 millage in perpetuity. The Board voted unanimously to pass the motion.

Next Meeting: November 21, 2023

Meeting was adjourned at 7:57 pm (Keeney/Parsons).

Respectfully submitted,  
Kelly Burt  
Board Trustee

**Board of Trustees Meeting  
October 17, 2023**

**Director's Report**

**Financial**

- At the end of 3 months, we have received 18% of our budgeted income, and we have spent 21% of our budgeted expenditures.

**Administrative**

- On Sept. 21, Assistant Director Erin Marsh and I met with Plainwell Middle School Principle Ben Manting and Assistant Principle Jeff Hattendorf about ways that the library might partner with the middle school. Principle Manting offered the use of a specific bulletin board in the school for Library promotion, along with announcing Library programs school-wide, letting us put additional Library posters in school hallways, and facilitating new card sign-ups for students.
- Erin and I attended the ribbon-cutting ceremony for the new book vending machine at Gilkey Elementary School. As a nod to the Library's support of the project, I was given the honor of cutting the ribbon before reading out loud to classes along with other supporters of the vending machine project.
- The new Ransom District Library external drop box was installed in front of Cooper Elementary School on October 5<sup>th</sup>.
- The Library experienced a leak over Study Room 2 during heavy rains on October 5. Our roofers, Division 7 fixed a hole a few days later on the roof that had opened up next to a support post.
- The Library's four endowment CDs at First National Bank of Michigan have been reinvested at significantly higher rates, laddered to mature in one, two, three, and four years. A breakdown of the values and rates of the CDs is attached.
- The Library's Annual Audit with Siegfried Crandall was completed on October 13.
- The Library is sending a number of representatives to the Michigan Library Association Conference, held this year in Kalamazoo (Radisson) from Oct. 18-20. As much as possible, we chose staff that have not had an opportunity to attend the conference in the past. I used a \$1,000 grant from our co-op to support sending more employees than we would normally expect to send to a conference.