

## **Otsego District Library Board of Trustees Meeting July 19, 2005**

The meeting was called to order by President Donna Beach at 7:05 p.m. present were John Chapman, Diana Gilmer, Nancy Seibert, Director Ryan Wieber and Assistant Director Brenda Morris. Renny Ransbottom and Sharon Tans were absent.

The minutes of the May 7, 2005 were approved as read.

Brenda Morris gave a report at this time on the Summer Reading Program. Attendance was great. Two programs were held: Reading Kingdom I for ages 3-5<sup>th</sup> Grade with 229 children actively participating and Reading Kingdom II for ages 4<sup>th</sup>-8<sup>th</sup> Grade, 104 actively participating. There were also 30 high school and adult volunteers and 9 middle school volunteers. All together, 10 special programs were held with an attendance of 536. The final party was held at the Dix Street lot where prizes were given out and a balloon launch was held. A big thank you goes to the Friends of the Library who gave \$2500 toward the Summer Reading program. A huge thank you also goes to Brenda, who did a wonderful job on the program, as well as the staff.

Correspondence – A letter was received from Alamo Township regarding Sharon Tans being reappointed to another term on the Library Board. The term will run until December 31, 2008. A letter was also received from Matt Storbeck with the City in regards to the City investigating other health insurance options.

Circulation reports for May and June were presented with a motion to approve both by Diana, seconded by John. Motion carried.

Expenditure reports for May and June were presented with a motion to approve by John, seconded by Diana. Motion carried.

The Revenue reports for May and June were presented with a motion to approve by Nancy, seconded by Diana. Motion carried.

The Treasurers reports for April 30 (corrected), May 31 and June 30 were presented with a motion to approve by Nancy, seconded by John. Motion carried.

Discussion was held on an Unattended Children Policy as presented by Ryan. Because of problems with younger unattended children in the Library and computer use, it was suggested perhaps to incorporate a policy whereas no children ten years of age and younger could be in the Library without an accompanying adult. Further discussion was tabled until next meeting to assess the policy in regards to age, other alternatives and ideas. It was suggested to get the staff's ideas and possibly post Library rules throughout the Library as well as coming up with other options to correct the problems at next month's meeting.

Ryan reported the parking lot bid for resealing and repairing from Tustins was in the amount of \$1100.00. They redid the lot approximately three years ago. They will be given the go ahead to do.

Budget adjustments were suggested as follows by Ryan:

Account #750 Office Supplies – Add \$35.98 to the budgeted amount for reimbursed purchases. The new figure is \$5,035.98.

Account #741 Postage – Add \$98.52 to the budgeted amount for misc. revenue. The new figure is \$1,398.52.

Account #864 Conference/Workshops – Add \$73.06 to the budgeted amount for reimbursed purchases. The new figure is \$1,873.06.

Account #880 Community Promotion – Add \$2,525.00 to the budgeted amount for gift revenue. The new figure is \$5,725.00.

Account #970 Equipment – Add \$130.50 to the budgeted amount for Ellison and furnishings sale revenue. The new figure is \$3,630.50.

Account #982 Books – Add \$610.38 to the budgeted amount for lost and paid rev. and reimbursable purchases. The new figure is \$33,610.38.

A motion to accept the budget adjustments was made by Diana, seconded by John. Motion carried.

Discussion was held on the Proposed 2006 Preliminary Revenue Budget, proposed Supplies Budget and proposed Technology Budget. The Budget Hearing and final approval will be given next month on the proposed 2006 Budget.

Board members suggested to Ryan to do a special in Library lunch for the staff as a thank you and celebration of a successful Summer Reading Program. Ryan and staff can choose the source and kind of food for the luncheon.

The next regular Board meeting will be held Tuesday, August 23, 2005, which will be the fourth Tuesday of the month instead of the regular third.

Other – Ryan presented an estimate for a graphic design for a new Library logo from Evolve Visual Design, 330 E. Orleans Street, Otsego, in the amount of \$1225.00. A motion was made by Diana to hire Evolve Design to do the services rendered per the quote, not to exceed \$1225.00. Motion was seconded by Nancy. Motion carried.

A motion to adjourn was made by John, seconded by Diana. Motion carried. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Nancy Seibert, Secretary