

**Richland Community Library Board Minutes
September 16, 2009**

Members Present: Jori Reijonen, Jill Gould, Raenell Kent, Patrice Mindock, Larry Williams

Members Absent: Chris Cupper

Others Present: Kay LaPierre

Call to Order: President Mindock call the meeting to order at 7:03 PM.

Public Comment: None

Guests: Pat Crane, Judy Hobson, Cynthia Berg

Review Minutes of August 19, 2009: Minutes from all three of the meetings held August 19th were accepted as amended (Reijonen/Williams)

Friends of the Library Report: Pat Crane reported that the Friends hosted an Antique Appraisal on Tuesday, September 8th. The appraiser donated all revenue received to the Friends of the Library. Pat reported that members of the Friends of RCL have researched the possibility of developing a foundation for RCL. They met with a representative of the Kalamazoo Foundation and found that \$50,000 is needed to start a foundation. The Friends can contribute \$10,000 to a beginning foundation for the Library.

Financial Report: Monthly disbursements for August were reviewed and approved as presented and the financial report through August was also accepted as presented. (Gould/Reijonen)

Director's Report: A letter from Joan Split was read which explains that she is retiring from her Adult Programming responsibilities effective the end of September. Lee Brundage is nearly finished remodeling the children's computer station. Danielle Case hosted a Twilight Party for teens, Mary Jasiak has started Fall Wigglers and storytimes, and the staff began selling tickets for "3 Cups of Tea" this month. The stucco work on the Library porch is in process and is going well. The concrete work will begin upon completion of the stucco work. The Director reviewed a history of RCL's year-end financial statements which documents the growth of our General Fund. The Director volunteered at the Richlandfest. She also hosted a RABA Web Committee meeting at the library on Sept. 9th, as well as attending a RABA meeting on Sept. 15th. Also, on Sept. 9th and 10th the Director and Ellen Hoyt met with representatives from two insurance agencies to explore potential insurance benefits options that the library might consider offering to its staff. The Director spoke to three community groups on behalf of the "Sharing 3 Cups of Tea" event to take place in October. The Director met with Ms. Grubb of the Kalamazoo Community Foundation and with representative of the Friends of RCL to discuss the possibility of an endowment fund using money from the Friends.

Committee Reports: Committee Structure for the fiscal year 2009 – 2010 was reviewed and revised. It was decided to combine two Committees; the Technology Committee and the Communication Committee. Other committees will remain the same. There will be a Personnel Committee meeting at 1:00 pm on Wednesday, Sept. 30. The Communication/Technology Committee will meet at 3:00 pm on Thursday, October 1, and a joint session of the Facilities and Strategic Planning Committees will meet at 6:00 pm on Wednesday, October 21.

Old Business: None

New Business:

- a. Discussion ensued regarding the possibility of RCL contributing \$40,000 to a RCL endowment fund in addition to the Friends potential contribution of \$10,000. Advantages and disadvantages of doing so were discussed and the Board decided to invite a representative from the Kalamazoo Community Foundation to visit one of our board meetings to answer questions that were raised during the discussion.
- b. Kay made a presentation about the possibility of offering Flexible Spending Accounts to several of RCL employees to help with medical expenses. Kay asked the Board to consider offering a FLEX account for all employees who work at least 25 hours per week. She also asked that RCL contribute 2% of those employees' income who choose to contribute to the FLEX account. A motion was made by Gould and seconded by Williams to give Kay approval to move forward with the Medical Flexible Spending Accounts and for the Library contribution of 2% of the employees' incomes to the FLEX account. Kay will work on developing the policy for this motion.
- c. Recognition was given to Jori Reijonen who is stepping down from the RCL Board effective this evening.
- d. Kent was asked to spearhead this year's Employee Recognition evening. Dates discussed are November 2nd and November 9th. Judy Hobson, Cynthia Berg, and Larry Williams also volunteered to help plan the event.
- e. Slate of Officers – All Board members agreed to continue their board positions for the next year: President – Patrice Mindock; Vice President – Larry Williams; Secretary – Chris Cupper; Treasurer – Raenell Kent

Adjournment: There being no new business before the Board, the meeting was adjourned at 8:55 pm. (Williams/Gould)

Respectfully,

Patrice Mindock, Secretary

Larry Williams, Vice-President
Acting Secretary