

## **Richland Community Library Board Minutes November 20, 2013**

**Members Present:** Cindy Berg, Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Doug Jonas, Raenell Kent, Larry Williams

**Members Absent:** None

**Others Present:** Dennis Kreps, Marsha Drouin

**Call to Order:** President Williams called the meeting to order at 6:10 PM.

**Public Comment:** None

**Financial Workshop:** Financial workshops for the Board have been set for January 11th and 25th, 2014, 9:00 - 10:30 AM. The workshop will be led by Marsha Drouin.

**Review Minutes of October 16, 2013:** Minutes from the previous meeting were presented to the Board. A motion was made to approve the minutes as presented. (Jonas/Berg) The motion was approved.

**Friends of the Library Report:** Diane Woods has assumed the role of President of the FOL. The FOL is looking to RCL for guidance on how best they can support the operations of RCL in the coming year. The Board expressed an idea that a FOL representative should be in attendance at future strategic planning meetings.

**Financial Report:** A motion was made to revise assigned fund balance amounts for the coming year, assigning \$30,000 for technology and \$40,000 for facilities. (Williams/Dunn) The motion was approved. Revenues and expenses for the month of October were presented for review in addition to the disbursements for the month of October. A motion was made to approve the financial report as it was presented. (Jonas/Kent) The motion was approved.

**Director's Report:** A resolution of a program to replace the expiring MichiCard program is still being discussed amongst area library directors. The first phase of the back parking lot repaving is completed. A final sealing will complete the repair project in the spring. Bids have been received for various repair projects to our building and property and are currently being evaluated. The Director has spent more time in public service areas owing to staff vacations/personal time; he conducted the pre-school storytime on November 15th. Considerable time has been spent on investigating the Affordable Health Care Act and its impact on the Library and RCL employees. Mrs. Parker-Carter coordinated a bird-watching program, conducted by the staff of the Kellogg Bird Sanctuary. Monthly book discussions also are continuing. The RCL Friends organized an antique auction program in the Library. Other activities this past month include trick or treating in the park for Halloween and the annual staff recognition event in November.

**Committee Reports:** The Personnel Committee met today to review the job description for a library circulation clerk.

**Old Business:**

- a. Action Items Review: Items from the previous meeting were completed.
- b. Open Meetings Act: The Policy Committee will meet to draw up a policy.
- c. Facilities Update: Prudential Realtors is coordinating the repair of the back parking lot, with completion slated for spring. The Board suggested a contribution of \$2,000.00 to the project. Bobbie Brown will oversee several general maintenance projects. It is agreed the side door needs to be replaced and those costs are being investigated. Additionally, the feasibility of a handicapped access button is also being discussed. A question was raised as to who pays for the back parking lot being plowed in the winter.
- d. Logo Update: The graphic designers would like feedback on what the Board wants the logo to look like.
- e. Finance Workshop: Several dates were considered for this meeting. It was suggested this meeting should be attended by all Board members.
- f. Committee Meetings: Policy and Personnel Committees will meet soon.
- g. MichiCard Update: This program is terminating Dec. 31st. Reciprocal agreements with area libraries do not seem to be a workable option at this time.

**New Business:** The Board considered closings for 2014: New Years Day, Saturday before Easter, Saturday before Memorial Day, Fourth of July, Saturday of Art Fair, Saturday before Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day. Total of 9 closed days. Additionally, the Library will close at 2:00 PM on both New Year's Eve and the Wednesday before Thanksgiving and at 4:00 PM the afternoon of the high school homecoming parade. The Board will finalize and vote on the 2014 closings at the January meeting.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:22 PM. (Berg/Jonas) The motion was approved. The Board does not meet in December. The next meeting is scheduled for January 15, 2014.

**Respectfully submitted,**

**Larry Williams, President**

**Chris Cupper, Secretary**