

Richland Community Library Board Minutes January 18, 2017

Members Present: Chris Cupper, Tim Czerney, Anne Howley-O'Brien, Tom Krawczyk, Liz Walbridge

Members Absent: Doug Jonas, Raenell Kent

Others Present: Dennis Kreps, Sallie Tallon, Bookkeeper

Call to Order: Vice President Walbridge called the meeting to order at 6:04 PM.

Approval/Amendment of Agenda: A motion was made to approve the agenda as presented. (Czerney,/Krawczyk) The motion was approved.

Guests/Public Comment: None

Action Item Capture: Mr. Krawczyk will capture action items for tonight's meeting.

Review and Approval of November 16, 2016 Minutes: A motion was made to approve the minutes from the November meeting. (Krawczyk/Czerney) The motion was approved.

Review of the Financial Reports: A motion was made to accept the financial report as presented. (Howley-O'Brien/Krawczyk) The motion was accepted.

Friends of the Library Report: None

Library Director's Report: The Director's Report was presented and reviewed.

Committee Reports:

- a. Personnel Committee: This committee met several times since the November meeting. They also met with the RCL staff and the Director to address communication issues.
- b. Budget & Finance Committee: A meeting to review the annual audit will be scheduled.
- c. Technology & Facilities Committee: This committee would like to recommend Newman Construction to facilitate the replacement of the front door. They would also like to assess the side door to determine how handicapped accessible it is, and if there any safety factors which need to be considered.

Old Business:

- a. Front Door replacement: recommendation The Director has recommended Newman Construction to replace the front door. A motion was made to accept this recommendation with construction cost not to exceed \$5,000. (Krawczyk/Howley-O'Brien) The motion was approved.
- b. Community Survey-final details The on-line survey will be available on our website until February 28. The mailer will be printed next week with an anticipated date of being in the homes by January 28. In excess of 3000 cards will be printed. The printer will check the

QR code to make sure it functions properly. Additionally, paper copies of the survey will be available at the Library.

- c. Board Member Training/Orientation: Rescheduled date A tentative date of Thursday, February 23rd at 6:30 has been set for this workshop. Dinner will be served at 6:00 PM, compliments of the Friends of the Library. Mrs. Kent and Mr. Jonas will be contacted with this information as they were absent from the meeting tonight.
- d. Audit Report: Preliminary Report and meeting schedule The report on our financial audit will be presented to the Budget & Finance Committee for their review. It is anticipated this will be accomplished by the February Board meeting.

New Business:

- a. Building Audit: schedule Dave Flook began his work today on the inspection and audit of our building facilities. An update on this project is anticipated at the February Board meeting.
- b. Staff Update: recent hiring Two part time employees were recently hired each at approximately 20 hrs. a week. Hannah Reuter and Mindy Kulasa are now working at the Circulation Desk. Carrie Dunn is now working in the Children's Dept. upon the retirement of Mary Jasiak.
- c. Other New Business: None

Action Item Review: Action items from tonight's meeting were reviewed.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 7:24 PM. (Czerney/Cupper) The next scheduled meeting will be held February 15, 2017 at 6:00 PM.

Respectfully submitted,

Liz Walbridge, Vice President

Chris Cupper, Secretary

Approved: February 15, 2017