

Richland Community Library Board Minutes

January 18, 2023

Members Present: Deb Chassee, Debbie Grohs, Aviva Luciano, Kristine Parsons, Justin Reynolds, Monica Bordner

Members Absent: Chris Cupper

Others Present: Jack Buck, Josh Gabrielse (Siegfried Crandall)

Call to Order: President Grohs called the meeting to order at 6:01 PM

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

Guests/Public Comment: Josh Gabrielse with Siegfried Crandall (SC) noted that RCL is in compliance with audit requirements and is financially healthy. He gave a brief presentation on the role of the auditor for RCL.

Action Item Capture: Justin Reynolds will capture action items for this meeting.

Review and Approval of November 22, 2022 Board Minutes: A motion was made to approve the minutes from the previous meeting (Parsons/Bordner). The motion was approved.

Review of Financial Reports: Trustee Reynolds reviewed the current financial reports with the Board. RCL has just received the first tax payment of FY 2023 from Richland Township. For this time in the fiscal year, the budget is on track; however, salary budget appears tighter than normal due to 3rd pay period in December. This may be an issue in July as well. It was noted that the fund balance needs to be watched the fund balance policy should be reviewed mid-fiscal year. The Board accepted the financial reports.

Friends of the Library Report: FOL next meeting is April 19, 2023. Fundraiser ideas were discussed, including a design contest for a new library card and/or tote bags. Need to discuss earmarked donations and use of funds to make sure RCL & FOL are in alignment. Monica & Kristine will discuss FOL spending with regard to potential millage.

Director's Report: Jack reviewed Director's Report (see attachment). New STEAM kits have been purchased and are available in the Children's Collection. New Release titles are being promoted on social media with great success. Mobile shelving displays are getting a lot of attention and content will change monthly. Teen programming attendance is up substantially and a new Teen Programming Librarian has been hired (Erica). Jack is involved with GLCS One District, One Book Selection Committee and is participating in Fast Forward Libraries Director Leadership Program webinar series.

Committee Reports:

- Budget & Finance: Justin Reynolds, Chair - Did not meet
- Personnel: Debbie Grohs, Chair - Met in January (Kristine & Monica also in attendance)
- Technology & Facilities: Kristine Parsons, Chair – Did not meet
- Policy Committee: Chris Cupper, Chair – Did not meet
- Strategic Planning: Deb Chassee, Chair – Will meet in Feb/March

Old Business:

- Request from GLCS Teacher was not approved – suggested she reach out to GLCS Foundation
- Shelves have been installed per recommendation of the Space Study
- Jack attended MLA Conference & will attend the 2nd part in May at Boyne

New Business:

- Consumers Credit Union account was updated with current signees

Action Item Review: Trustee Reynolds reviewed action items for this meeting.

Adjournment: There being no further business before the Board, the meeting was adjourned at 7:17 PM. The next Board meeting is scheduled for February 15, 2023, at 6:00 PM.

Respectfully submitted.

Debbie Grohs, President

Kristine Parsons, Trustee

Approved: 2/15/2023