

Richland Community Library Board Minutes November 28, 2018

Members Present: Chris Cupper, Tim Czerney (at 6:40 PM), Doug Jonas, Tom Krawczyk, Liz Walbridge

Members Absent: Anne Howley-O'Brien

Others Present: Karen McConnell

Call to order: President Krawczyk called the meeting to order at 6:10 PM.

Approval/Amendment of the Agenda: A motion was made to approve the agenda as amended. (Walbridge/Jonas) The motion was approved.

Guest/Public Comment: Debbie Grohs, Flo DuCharme, Jessie Potter Guests introduced themselves providing local information and their connections to RCL.

Action Item Capture: Ms. Walbridge will capture action items for this meeting.

Review and Approval of August 29th, October 17th, November 8th Minutes: A motion was made to approve minutes from August 29th. (Walbridge/Jonas) The motion was approved. A motion was made to approve the minutes from October 17th. (Walbridge/Jonas) The motion was approved. A motion was made to approve the minutes from the November 8th special meeting as amended. (Walbridge/Jonas) The motion was approved.

Review of Financial Reports: Mr. Jonas briefed the Board on the financials up to October 31st, addressing the new format of the financials. Mr. Jonas will confer with the Director and Bookkeeper Dan Carl. as to the final format of the financial reports. A motion was made to accept the financial reports as presented. (Walbridge/Czerney) The reports were accepted.

Friends of the Library Report: Larry Williams will serve as FOL President in the coming year, Stevie Brinkerhoff as Vice-President, June Schertzer as Secretary and Bob Kent as Treasurer. Dues will remain at \$5.00/year.

Director's Report: The Director appraised the Board on recent activities, including reinstatement of Hoopla, activities during wassailing, server update project, elevator update project and other items.

Committee Reports:

- a. Budget & Finance: Doug Jonas, Chair: This committee will meet in December to review November financial reports.
- b. Personnel: Tom Krawczyk, Chair: This committee met November 8th and will meet again December 4th.
- c. Technology & Facilities: Liz Walbridge, Chair: This committee will address long range plans for T & F at their meeting in December.

- d. Policy Committee: Chris Cupper, Chair: This committee met October 30th to review and revise the circulation policy.

Old Business: None

New Business:

- a. Review Final Year-end Statement of Revenues and Expenses for FY 2017-2018: The Director will send this document to the Budget & Finance Committee.
- b. Possible Budget Amendment - Salaries The Director informed the Board of her desire to increase compensation related to two programs. There is no anticipated impact that would require a budget amendment. No Board action was required.
- c. Set RCL Holiday Closing Dates for 2018-2019 This item is tabled to the January 2019 meeting.
- d. Staff Appreciation Dates:
 - i. Friends and Volunteers - December 13, 2018, 12:00 PM to 2:00 PM at RCL for lunch.
 - ii. Staff Appreciation: January 18, 2019: Place and details TBA. This event will include spouses.
- e, Policy manual approvals: A motion was made to approve the following revised policies: 5.10, 5.16, 5.20, and 5.25. (Jonas/Walbridge) The motion was approved.

Action Item Review: Ms. Walbridge reviewed action items for this meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:24 PM. (Czerney/Jonas) The next scheduled meeting is January 16, 2019 at 6:00 PM. The Board does not meet in December.

Respectfully submitted,

Tom Krawczyk, President

Chris Cupper, Secretary

Approved: January 23, 2019