

## **Richland Community Library Board Minutes March 18, 2015**

**Members Present:** Stevie Brinkerhoff, Chris Cupper, Doug Jonas (excused at 7:53 PM), Raenell Kent, Liz Walbridge, Larry Williams

**Members Absent:** Michael Dunn

**Others:** Dennis Kreps

**Call to Order:** President Williams called the meeting to order at 6:08 PM.

**Public Comment:** None

**Action Item Capture:** Trustee Kent will capture tonight's action items.

**Guests:** None

**Review Minutes of February 18, 2015:** Minutes from the previous meeting were presented for consideration by the Board. A motion was made to approve the minutes as presented. (Walbridge/Brinkerhoff) The motion was approved.

**Friends of the Library Report:** The FOL is working with Rotary to provide refreshments for the Mel Starr program.

**Financial Report:** The financial reports were presented to the Board for review. These included the revenues and expenses for the five months ending February 28, the statement of cash and investments, and the general ledger for the month of February. A motion was made to accept the financial reports as presented. (Jonas/Kent) The motion was approved.

**Director's Report:** Paperwork approving new check-signers has been submitted to 5/3 Bank. The new checks which require two signatures are now in use. A new policy which addresses this new procedure was approved at the February Board meeting and has been distributed to the Board. The final and corrected W2s forms have been distributed to all RCL staff. Special thanks goes to Phil Martin, our Bookkeeper, who spent many additional hours correcting the errors with the employee W2s. A new payroll service has been engaged. BenePay is based in Grand Rapids, comes highly recommended by the Bookkeeper and the Director at Parchment Community Library. Cost and services are similar to that of PayCor. Hard copies of the 2014 audit report are available to the Board. Additional copies are available in the Director's office; the electronic copy is also available.

Promotional materials for the Mel Starr author presentation on April 1st are currently being distributed to various venues. The date for Dave Coverly's appearance in May is still being confirmed. Vicki VanAmeyden's exhibit of mixed media works has been installed; an artist reception will be scheduled. Mrs. Jasiak conducted an evening story time on February 25th with approximately 60 in attendance. Book Discussion and Guitar Jam Club continue to meet; plans for the summer reading program are well underway.

Newman Construction has been contacted and we are coordinating work schedules for installation of additional shelving in the Library. The Library will soon transition from ATT to Comcast for phone services. This will result in nearly a 50% savings on our phone bill. Ken Baker and Janine Cotugno of the Richland Genealogical Society will have a follow-up meeting on their proposal to do volunteer work in the Local History Room. The Director thanked the Staff for their participation in the survey; the Director is engaging the staff in discussion regarding some of the feedback that has been received. Circulation statistics and a cost analysis for the hours of operation for the Library were presented. Such items will be instrumental in determining how to move forward with extending the hours of operation. Meetings with Christine Berro continue.

### **Committee Reports**

- a. Personnel: This committee met to review the staff survey. Another meeting is scheduled to consider the personnel manual after it was reviewed by attorney Lisa Godfrey.

### **Old Business**

- a. Action Item Review: The September action items have been completed.
- b. W-2 Forms: See Director's Report
- c. Staff Survey: This document has been reviewed by the Personnel Committee.
- d. Other Old Business: None
- e. Circulation: See Director's Report

### **New Business**

- a. New Payroll Company: Benepay, a Grand Rapids based company has been engaged to provide payroll services for the Library.
- b. Staff Survey Results: Results from the staff survey were considered by the Board. PIP items were taken from earlier survey results. Perhaps Christine Berro might have some insight in working from this document.
- c. Library Hours: See Director's Report.
- d. Other New Business: The Board acknowledges our Bookkeeper, Phil Martin, who put considerable time and effort in resolving problems with the W2 forms. His efforts on behalf of the Library and its employees is sincerely appreciated.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:03 PM. (Kent/Cupper) The motion was approved. The next meeting is scheduled for April 15, 2015 at 6:00 PM.

**Respectfully submitted,**

**Larry Williams, President**

**Chris Cupper, Secretary**

Approved: April 15, 2015