

Richland Community Library Board Minutes June 15, 2016

Members Present: Stevie Brinkerhoff, Chris Cupper, Tim Czerney, Doug Jonas, Raenell Kent, Liz Walbridge

Members Absent: None

Others Present: Dennis Kreps

Call to Order: Vice President Walbridge called the meeting to order at 6:06 PM.

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

Guests/Public Comment: None

Action Item Capture: Mrs. Kent will capture action items for this meeting.

Review and Approval of May 18, 2016 Minutes: A motion was made to approve the May minutes as amended. (Brinkerhoff/Czerney) The motion was approved.

Review of the Financial Reports: A motion was made to approved the financial reports as presented. (Jonas/Czerney) The motion was approved.

Committee Reports:

- a. Budget/Finance:
 - Discussion of FY 2016-2017 budget preparation. Numerous aspects of the budget were discussed as we move to being pro-active rather than reactive.
 - Recommended Budget, including setting millage rates: See Director's Report below.
- b. Communications: The Community Survey update is being reviewed by the staff for possible revisions.
- c. Policy: This committee will meet June 21 at 5:30 PM.
- d. Personnel: This committee will meet to reevaluate the procedure for the Director evaluation and bring their recommendations to the August meeting.

Friends of the Library: FOL reports that books are currently being collected for the annual book sale which runs during the July 16th art fair.

Library Director's Report: Art work created by Gull Lake High School students will be exhibited through June. *Creative Company* (made up of seven local artists) will be exhibiting a collection of paintings, drawings, prints and mixed media during July and August. A reception will be scheduled. The calendar for the summer reading program is complete and is being widely distributed. A promotional article will appear in the *GLCS Communicator* and the *Party in the Park* is scheduled for June 22nd. Planned programs include: Yo-Yo Master Zeemo, magician Jeff Warwrzaszek, and "Bubble Man" Ron Loyd.

The final program in the Meet Michigan Authors series was May 26th. Award winning teen author Gary Schmidt presented a program before 30 people. Book Discussion, Guitar Jam Club, and TAB continue to meet on a regular basis.

The Director met with Lori Green and Julie Byrne from the CSM Group to discuss the possibility of engaging them to conduct a comprehensive building audit/assessment. Such an assessment would provide a complete study of the building structure and equipment (e.g. furnace, air conditioning units), followed by recommendations for replacement, repairs, and overall facilities management.

Using the outline distributed at the May meeting, the Director conducted an initial assessment of the library compliance with ADA standards. In terms of physical access and facilities, the Library is in compliance with the exception of the Circulation desk height (lower level) . Interior and exterior signage is in compliance but should be further evaluated to enhance visibility.

Candidates for the Circulation Desk Clerk will be interviewed in mid-June. The Director met three times in the month of May to develop the 2016-2017 Library budget, and to evaluate and recommend millage rates. Changes in the state's collection if Personal Property Tax, and reimbursement of lost revenues has required additional research in setting our current millage rates for next year.

Meetings during the last month include RCL staff and LICs, RCL Friends, Meet Michigan Authors Collaborative Advisory Board, Rotary and Lions.

Old Business:

- a. Action Items Review - May 18, 2016 Meeting: Items from this meeting were reviewed.
- b. Safety Deposit Box: This item was tabled until the August meeting.

New Business:

- a. Board Vacancy: With the recent resignation of Michael Dunn from the Board, there is a need to fill vacancy until the term expires October 2016. A motion was made that Mrs. Kent will fill the vacancy. (Walbridge/Cupper) The motion was approved and Mrs. Kent will assume the position of Board President until October 2016.
 - President - term expires October 2016
 - Trustee: Several names were suggested to fill two Board vacancies in October. Interested candidates may attend the August board meeting. Ms. Brinkerhoff's term will expire in October.
- b. Hawk/Miller Fund expenditure update: The Director presented a request for funds. He will make a request to the Kalamazoo Foundation for release of funds that will support children's programming.

Action Item Review: Items added to the list were reviewed from the meeting tonight.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:20 PM. (Cupper/Kent) The next meeting is scheduled for August 17, 2016. Per Board policy, there is no meeting in July.

Respectfully submitted,

Liz Walbridge, Vice President

Chris Cupper, Secretary

Approved: August 17, 2016