

Richland Community Library Board Minutes June 17, 2020

Members Present: Chris Cupper, Chad Farrer, Debbie Grohs, Jessie Potter, Darren Sabuda, Liz Walbridge

Members Absent: Deb Chase

Others Present: Karen McConnell

Call to Order: President Grohs called the (Zoom) meeting to order at 6:10 PM.

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

Guest/Public Comment: None

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

Review and Approval of May 20, 2020 Minutes: Minutes from the May meeting were presented to the Board for their review. A motion was made to approve the May minutes as presented (Grohs/Walbridge). The motion was approved.

Review of Financial Reports: Mr. Farrer reviewed the new format of the financial reports for the Board. Questions from the Board about the new format can be sent to Mr. Farrer over the summer. A motion was made to accept the financial reports (Grohs/Walbridge). The financial reports were accepted.

Friends of the Library Report: The Director met via Zoom with Bob Kent, Stevie Brinkerhoff and Larry Williams. The FOL is providing food for RCL employees involved in curbside delivery.

Director's Report: The Director received a note of appreciation from a patron giving thanks for the curbside service and repair of pot holes in the parking lot. The summer reading program was reviewed by Ms. Dunn via video; all programming will be virtual. RCL has entered into a partnership with Kellogg Bird Sanctuary for four programs this summer aimed at children with stories and associated activities, via Zoom.

Committee Reports:

- a. Budget & Finance: Chad Farrer, Chair: The Committee met recently. Mr.

Farrer reviewed some of the details of revenues and expenditures and budgeting.

- b. Personnel: Debbie Grohs, Chair: The Committee did not meet.
- c. Technology & Facilities: Darren Sabuda, Chair: A design has been proposed for landscaping on the lower level.
- d. Policy Committee: Chris Cupper, Chair: The Committee did not meet.

Old Business: Health insurance for the Director and Assistant Director will begin October 1st.

New Business:

- a. Update on Phased Reopening Plan: The Director reviewed procedures for a phased re-opening of the library to the public while following state guidelines and Executive Orders.
- b. Review Draft Budget Fiscal Year 2020/2021: The Director reviewed a draft budget for the coming fiscal year. This includes projected revenues and expenses for the next fiscal year.

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

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:19 PM (Grohs/Cupper). The next scheduled meeting is slated for August 19, 2020 at 6:00 PM.

Respectfully submitted:

Debbie Grohs, President

Chris Cupper, Secretary

Approved: August 19, 2020