

Richland Community Library Board Minutes September 16, 2020

Members Present: Chris Cupper, Debbie Grohs, Jessie Potter, Darren Sabuda, Kim Saunders

Members Absent: Deb Chassee, Chad Farrer

Others Present: Karen McConnell

Call to Order: President Grohs called the Zoom meeting to order at 6:09 PM.

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

Guest/Public Comment: Josh Gabrielse (Siegfried Crandall, via Zoom) Anna Merritt (RCL staff)

Action item Capture: Vice President Potter will capture action items for this meeting.

Review and Approval of August 2020 Board Minutes: Minutes from the August meeting were presented to the Board for their review. A motion was made to approve the minutes as amended (Potter/Cupper). The motion was approved.

Review of Financial Reports: Financial reports were presented to the Board. It was determined acceptance of the reports would be deferred until the October meeting.

Friends of the Library Report: No report.

Director's Report: The Director provided a summary of current activity at RCL. Ms. Merritt summarized the summer reading activities for adults and children. Moving forward and for the foreseeable future, all programming will be done virtually.

Committee Reports:

- a. Budget & Finance: Chad Farrer, Chair: Mr. Sabuda deferred to Mr. Farrer who will report at the next Board meeting.
- b. Personnel: Debbie Grohs, Chair: The Committee met last week. Ellen Hoyt has announced her intent to retire at the end of September. A motion was made to approve a salary increase for the Director based on the recent performance review (Cupper/Sabuda). The motion was approved.
- c. Technology & Facilities: Darren Sabuda, Chair: WIFI was extended around library property last week via a CARES grant.
- d. Policy: Chris Cupper, Chair: The committee met earlier today to address Employee Benefits under policy 7.30.

Old Business: None

New Business:

- a. Director Evaluation: The Board discussed the recent Director evaluation and agreed a salary increase was appropriate.
- b. Trustees/Board (engage community): It is the desire of the Board to reach out to local community members to sit on the various committees.
- c. A motion was made to pay off the debt service (due December 2021) which will save us about \$54,000.00. A motion was made to move forward with this action (Grohs/Sabuda). The Board felt this action would be appropriate upon written confirmation that no penalties will be assessed by Mellon Bank, the state or county. The motion was approved unanimously.
- d. Renewal of Property and Liability Insurance: The Director informed the Board of the renewal of property and liability insurance for the Library.
- e. Employee Benefits-Policy 7.30: A motion was made to approve the revision of policy 7.30- Employee Benefits; the motion was approved. Moving forward, MERS will be managing the 401b and 457 plans for eligible RCL employees.

Action Item Review: Vice President 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 8:13 PM . The next meeting is scheduled for October 21, 2020 at 6:00 PM.

Respectfully submitted,

Debbie Grohs, President

Chris Cupper, Secretary

Approval: October 21, 2020