

Richland Community Library Board Minutes
May 21, 2014

Members Present: Cindy Berg, Michael Dunn, Doug Jonas, Raenell Kent, Larry Williams

Members Absent: Chris Cupper, Stevie Brinkerhoff

Others Present: Dennis Kreps

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

Public Comment: None

Action Items: Cindy Berg will capture action items for the meeting.

Guests: None

Review Minutes of April 16, 2014: Minutes from the previous meeting were presented. A motion was made to approve the minutes as presented. (Jonas/Kent) The motion was approved.

Friends of the Library Report: No Friends attended this Month's meeting.

Financial Report: The statement of revenues and expenses for the six months ending April 30, 2014 was presented. It is noted that cash entry revenues are under reported for this month due to the bookkeeper transition. A motion was made to approve the financial report as presented (Jonas/Berg). The motion was approved

Director's Report: Phil Martin was selected for the bookkeeper position. He will begin after Memorial Day, working on Tuesdays. Payroll is now being processed through Fifth Third Bank by *Paycor*. An advertisement for the RCL summer programs and a notice for the 40th anniversary celebration were submitted to the Gull Lake Community Schools *Communicator*. A banner commemorating the 40th Anniversary of the Library has been designed and completed. The Library switched internet service to Comcast. The Director was the featured speaker representing the Library at the May 1 Gull Lake Area Rotary Club meeting. The Summer Program Kick-off *Party in the Park* is June 18. Sue Parker-Carter led the May book group discussion of the book, *The Dinner*, by Herman Koch.

Committee Reports:

- a. The budget committee met on May 10 to discuss the preliminary budget. A set of questions were drafted to clarify assumptions and origins of several budget figures. A follow-up meeting is scheduled for May 31 to complete the budget for 2014/15.
- b. The communication committee met to plan for the Communicator Ad and announcement.
- c. The facilities committee met to review building repair and maintenance projects. Projects will begin as soon as practicable.
- d. Raenell Kent summarized the meeting of May 1 to remove the plaque at the inside entrance of the Library.

Old Business:

- a. Action Items: Items from the last meeting were reviewed; all items were accomplished.
- b. Communicator Announcement: Submitted May 15 for the Summer Reading Program and 40th Anniversary celebration.
- c. Art Policy: The updated policy was reviewed and then tabled to organize the content into a more chronological and logical order. The policy will be revisited at the June Meeting.
- d. Circulation Policy: Updated policy to reflect the change from MichiCard to MiLibraryCard for interlibrary loan. Changes were also made to address patron requests for renewals on newer library materials when they are not held by other patrons. A motion was made to approve the policy as presented (Berg/Dunn). The motion was approved.

New Business:

- a. Initial Review of the FY2014/15 budget. Further work is recommended to refine budget figures and clarify budget categories.
- b. Bookkeeper Start-up: Bank Authorization for Phillip Martin, bookkeeper, and Trustees Doug Jonas and Larry Williams to act as signers for all Richland Community Library accounts at Fifth Third Bank. A motion was made to approve this action. (Williams/Jonas) The motion was approved.
- c. Board Training is planned for Saturday, May 24, at 9AM at the Library with Shirley Bruursema.

Action Item Review: Action items captured during the meeting were reviewed and will be issued separately by Cindy Berg.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 7:45 PM (Williams/Jonas). The motion was approved. The next scheduled meeting is June 18, 2014 at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Raenell Kent, Trustee

Approved: June 18, 2014