

Richland Community Library Board Meeting February 19, 2014

Members Present: Cindy Berg, Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Doug Jonas (at 6:50 PM), Raenell Kent, Larry Williams

Members Absent: None

Others Present: Dennis Kreps

Call to Order: President Williams called the meeting to order at 6:15 PM.

Public Comment: None

Request Volunteer Board Member to capture Action Items: Ms. Brinkerhoff will capture action items for the current meeting.

Guests: None

Review minutes of January 15, 2014: Minutes from the previous meeting were presented. A motion was made to approve the minutes as presented. (Kent/Williams) The motion was approved.

Friends of the Library Report: Mr. Kreps reported the FOL purchased and donated a projector screen to the Library for showing films and other media presentations; a new laptop has also been ordered for use in conjunction with the new screen and for audio visual presentations.

Financial Report: The statement of revenues and expenses for the four months ending January 31, 2014 was presented. A motion was made to approve the financial report as presented. (Kent/Cupper) The motion was approved.

Director's Report: A candidate has accepted the position of circulation clerk and is scheduled to begin work Tuesday, February 25th. She met the staff and attended a recent staff meeting. Ms. Parker-Carter coordinated several programs: a book discussion program, a program on chicken keeping, a travelogue on New Zealand and a rug making class. The Director is conducting a guitar jam club program. Ms. Glas and Ms. Bowler organized a teen movie night for February and have programs planned for March and April. Mrs. Jasiak is conducting a Library Lovers Month program with an evening story time and a chocolate/prize raffle. The state aid report for the Library of Michigan is complete. Mrs. Drouin and the Director recently completed a Bond Ratings Survey from Standard & Poors. The Director has also been in contact with Comcast relative to upgrading internet service in the library.

Committee Reports: The Personnel Committee met recently to draft several policies. The Aesthetics Committee will meet to consider options for replacing the front door and side door.

Old Business:

- a. Action item Review: Action items from the previous meeting were reviewed. Bonded maintenance workers have been identified for future work in the library. Extending Saturday hours is still being considered with the staff being well aware of the need for extended hours. It was suggested the use of a survey or social media be considered when gauging the pulse of the community regarding extended hours.
- b. Other Old Business: The Director is in contact with the web design firm relative to updating our web site.

New Business:

- a. Library's 40th Anniversary: It was suggested the 40th anniversary might be a good opportunity to introduce a new library logo. The Communication Committee will meet to brainstorm ideas for activities celebrating this anniversary.
- b. Other New Business: Several policies were brought forward for approval. A motion was made to approve a revised credit card policy. (Williams/Berg) The motion was approved. A motion was made to approve an employee cell phone policy. (Williams/Jonas) The motion was approved. A motion was made to approve an open meetings act policy. (Brinkerhoff/Dunn) The motion was approved. A motion was made to approve a revised staffing of the library policy. (Williams/Jonas) The motion was approved.
- c. New Action Items: The Board reviewed action items compiled by Ms. Brinkerhoff for the current meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 7:55 PM. (Berg/Kent) The motion was approved. The next Board meeting is scheduled for Wednesday, March 19, 2014, at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Chris Cupper, Secretary