

## Richland Community Library Board Minutes October 18, 2017

**Members Present:** Tim Czerney, Raenell Kent, Tom Krawczyk, Liz Walbridge

**Members Absent:** Chris Cupper, Anne Howley-O'Brien, Doug Jonas

**Others Present:** Dennis Kreps  
Sue Carter, RCL staff member

**Call to Order:** President Krawczyk called the meeting to order at 6:06 P.M.

**Approval/Amendment of Agenda:** The agenda was amended as follows: Correct "New Business" item a. to reflect 2016-2017 audit schedule, not 2017-2018. Add "Year-at-a-Glance" Calendar as item b. under "New Business". Agenda item #13 was deferred to the November meeting. A motion was made to approve the agenda as amended and corrected (Czerney/Kent). The motion was approved unanimously.

**Guests/Public Comment:** Ms. Kay LaPierre requested the minutes of the March 15, 2017 meeting be revised to accurately reflect her suggestion/request that Karen Goebel be granted a lifetime RCL resident membership upon her retirement at the end of April. The item will be added to and addressed under the "Old Business" agenda category (added as item f).

**Action Item Capture:** Ms. Walbridge will capture action items at this meeting.

**Review and Approval of September 20, 2017 Minutes:** There were several minor additions and corrections made to the minutes. A motion was made to approve the minutes as amended (Walbridge/Kent). The motion was approved unanimously.

**Review of the Financial Reports:** In Mr. Jonas's absence, Mr. Czerney reviewed the financial reports with the members of the board. A motion was made to accept the financial reports, except for the year-to-date income statement, which will be reviewed in November (Czerney/Walbridge). The motion was approved unanimously.

**Friends of the Library Report:** Ms. Brinkerhoff presented that annual revenues approximate \$1,300 and annual expenses approximate \$500. The Friends of the Library have a fund balance of approximately \$11,000, which they intend to draw down to approximately \$2,000 over the coming months and years. They will work with the Director and RCL staff to identify suitable uses for the funds.

**Library Director's Report:** The Board was presented the Director's Report for their review. There were no questions or additions.

### **Committee Reports:**

- a. Budget and Finance: The committee had not met since the September board meeting.
- b. Personnel: The committee had not met since the September board meeting, but will meet prior to the November board meeting.
- c. Technology & Facilities: The committee had not met since the September board meeting, but will meet following the November board meeting.
- d. Policy Committee: The committee had not met since the September board meeting. A motion was made to adopt the Freedom of Information Act (FOIA) Policy as drafted, which was shared

with RCL legal counsel and provided to board members in a September 15, 2017 email (Walbridge/Czerney). The motion was approved unanimously.

**Old Business:**

- a. March minutes correction: The agenda item which was added in response to public comment (i.e., correction of minutes from March 15, 2017 board meeting) was moved up in the agenda to allow members of the public to leave, if they wished, following discussion and action on the item. A motion was made (Czerney/Walbridge) to amend the minutes of the March 15, 2017 board meeting, under "Guests/Public Comment," to read as follows: "Mrs. Kay LaPierre requested Karen Goebel receive a lifetime resident membership as she retires from the Richland Community Library at the end of April. A motion was made to approve this request (Jonas/Howley-O'Brien). The motion was approved." The motion was approved unanimously. A motion was then made (Czerney/Kent) to amend the minutes of the June 21, 2017 board meeting to read as follows: "A motion was made to provide Mary Jasiak a lifetime resident RCL membership on the same terms as the membership provided to Karen Goebel. The motion was approved." The motion was approved unanimously.
- b. Extended Library Public Service Hours: The proposal developed by the Director needs to be reviewed by the Budget & Finance Committee prior to the November board meeting.
- c. Liability insurance Renewal – Review: there were no questions or issues to discuss.
- d. Staff Recognition Event: The Director will solicit dates from the staff. Priority is on availability of staff. Board members who can attend will attend.
- e. Board Member Committee Assignments: The outline of committee assignments was reviewed. Ms. Kent will replace Ms. Walbridge on the Policy Committee. The Personnel Committee will consider staff involvement in committees, as well as representation by non-board members.

**New Business:**

- a. 2016-17 Audit Schedule: The audit is scheduled for the first week of December. The Board will consider requesting competitive bids for the 2017-2018 audit (Spring 2018).
- b. Year-at-a-Glance Calendar: Ms. Walbridge has prepared and shared an initial version of a year-at-a-glance calendar. Mr. Czerney suggested that it be a rolling twelve-month calendar (i.e., always with a twelve-month horizon of scheduled events and activities).

**Action Item Review:** The action items generated at this meeting were reviewed by the Board.

**Director Presentation:** Deferred until November Board meeting.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:50 PM. The next meeting is scheduled for November 15, 2017 at 6:00 PM.

**Respectfully submitted,**

**Tom Krawczyk, President**

**Tim Czerney, Acting Secretary**

**Approved: November 15, 2017**