

## **Richland Community Library Board Minutes September 17, 2014**

**Members Present:** Cindy Berg, Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Doug Jonas, Raenell Kent, Larry Williams

**Members Absent:** None

**Others Present:** Dennis Kreps

**Call to Order:** President Williams called the meeting to order at 6:08 PM.

**Guests:** Liz Walbridge

**Action Item Capture:** Mrs. Kent will capture action items at tonight's meeting.

**Board Member Update:** Liz Walbridge has been nominated by the Board for appointment and will begin serving upon approval by the Richland Village Board. A motion was made to nullify the termination of Mr. Jonas' appointment due to his unusually busy travel schedule this year. (Brinkerhoff/Dunn) The motion was approved by the six attending Board members.

**Review Minutes of August 20, 2014:** Minutes from the previous meeting were presented to the Board for consideration. A motion was made to approve the minutes as amended. (Dunn/Berg) The motion was approved.

**Friends of the Library Report:** Local authors David Small and Sarah Stewart are scheduled to present a program at the Library on October 8 at 6:30 at the Presbyterian Church. Their appearance is being jointly sponsored by Rotary, Friends of the Library, RCL and private funding.

**40th Anniversary Report:** Pictures taken by Michael Dunn during the anniversary celebration number several hundred. The Director and Drew Frank will collaborate in organizing, editing and putting the pictures on the library website. Numerous positive comments have been received; Ms. Brinkerhoff and her team are congratulated for their outstanding efforts and attention to the many details which made for a very successful event.

### **Financial Report**

- a. Amendment of the 2013/2014 budget: A motion was made to amend the budget to reflect intentional spending in several budget lines and moving the Bookkeeper salary to professional services. A motion was made to approve the budget as amended. (Kent/Jonas) The motion was approved.
- b. Financial Report: The financial reports for August were presented. A motion was made to approve the August financial reports. (Jonas/Berg) The motion was approved.

**Director's Report:** Annual staff reviews are being conducted and will be complete before the end of September. This will allow for salary adjustments for the new fiscal year. The Bookkeeper has received the auditor's checklist. Responsibilities relative to the upcoming audit have been divided

between the Director and Bookkeeper Phil Martin. The auditor's visit will likely take place in mid-November.

The new photocopier has been delivered and installed. Discussions with the staff have taken place regarding charges for the photocopier, expanding DVD shelving and changes to the daily calendar and desk schedule. Collection development and weeding policies are being looked at, looking at the same policies of three other local libraries and considering best practices. The Director attended the Friends board meeting September 11, discussing programming, scheduling, support in terms of finances and time and support of other library programs. The Library hosted a recent meeting of the Richland Area Writers Circle. Several local authors discussed their experiences of being commercially and self-published. Thirty people attended this program. Guitar Club, Movie Night and the book discussion programs continue.

Significant time and effort has gone into planning RCL's 40 anniversary celebration. Of particular note, RCL has been complimented by community members for its comprehensive and widespread publicity of this celebration.

Author/illustrator David Small and author Sarah Stewart are scheduled to present a program on October 8. This program is jointly sponsored by Rotary, RCL and the Friends of RCL. Logistics, publicity and communication with the publicist are being coordinated.

Several projects by Newman Construction are being completed both inside and outside the Library; carpets and windows have been cleaned; the new photocopier has been installed and the staff has been trained on its operation.

#### **Committee Reports:**

- a. Facilities: Several projects have been completed by Newman Construction: egress steps, front railings, and painting are all complete. The side door replacement will be complete before the end of the month.
- b. Personnel: None
- c. Communication: Plans are complete for the 40th anniversary celebration, including advertising and coordinating all aspects.
- d. Other committee reports: None

#### **Old Business:**

- a. Review action items from August 20, 2014 Board Meeting: All items have been completed.
- b. Facilities Projects: See Committee report.
- c. Trustee Recruiting: Village resident Liz Walbridge has been nominated to the Board and will begin serving at the October meeting, upon approval by the Richland Village Council. Mr. Jonas is reappointed to the Board. Mrs. Berg is acknowledged for her many contributions to the Library Board over her tenure, in particular, as the chair of the Facilities Committee and for the completion of a number of building projects this summer and fall.
- d. Donor Acknowledgment Letters: Two example letters have been drafted acknowledging donations to the Library, one to the donor and one to the next of kin of the deceased. A procedure has also been established to handle such donations.
- e. Director Review: A motion was made to move into Executive session at 7:56 PM. (Berg/Kent) The motion was approved by all. The Director was excused at this time. At this time the Board considered the Director Review. A motion was made to move out of Executive

session at 8:30 PM. (Jonas/Kent) All approved. The Director returned to the meeting at this time. A motion was made to go into closed session at 8:35 PM. (Berg/Dunn) The motion was approved. A motion was made to go out of closed session at 9:01 PM (Jonas/Kent) The motion was approved.

**New Business:**

- a. October Board Meeting (10-15): There will be an organizational meeting at the October meeting to determine Board officers and committees for FY 2014-2015.
- b. Trustee expirations for 2014-2015: Terms of service for President Williams and Mrs. Cupper will expire in the next fiscal year.
- c. Trustee Workshop: President Williams, Ms. Brinkerhoff and Mrs. Kent attended a workshop on September 12th in Cascade, MI.
- d. Library Closing Time/Friday Oct. 10, 2014 Homecoming: A motion was made to close the library at 4:00 PM to accommodate the annual homecoming parade. (Berg/Cupper) The motion was approved.
- e. Annual Staff/Volunteer recognition event: Plans are being considered for a gathering in late October or early November for this annual event.
- f. Other New Business: None

**Action Item Review:** Trustee Dunn will provide a flash drive of his 40<sup>th</sup> Anniversary photos to the Director. The Director will give the flash drive to Drew Frank to be edited and put on RCL's web site. Mrs. Kent will email Trustee Jonas and the Director the name of the lending institution which currently is offering a 2% interest rate on CDs. The Director will have Bookkeeper Phil Martin generate an Excel report of the year-to-date general ledger each month and send it to President Williams and Trustee Jonas. The Director will contact Newman Construction regarding touch-up painting of the wrought iron railings and also to look at and repair the door of the Community Room in the Library.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 9:07 PM. (Berg/Dunn) The motion was approved. The next meeting is scheduled for Wednesday, October 15, 2014 at 6:00 PM.

**Respectfully submitted,**

**Larry Williams, President**

**Chris Cupper, Secretary**

**Approved: October 15, 2014**