

Richland Community Library Board Minutes November 18, 2015

Members Present: Stevie Brinkerhoff, Chris Cupper, Tim Czerney, Michael Dunn, Liz Walbridge

Members Absent: Doug Jonas, Raenell Kent

Others Present: Dennis Kreps

Call to order: President Dunn called the meeting to order at 6:12 PM.

Agenda Revision: Add item d under Old Business — Board Committees

Public Comment: None

Guests: Larry Williams; Ellen Hoyt and Lynn Balcom, RCL employees, Mary Jasiak, RCL employee, at 6:34 PM

Action Items Capture: Mrs. Walbridge will capture action items at tonight's meeting.

Review Minutes of October 21, 2015: Minutes from the previous meeting were presented for approval by the Board. A motion was made to approve the minutes as presented. (Walbridge/Brinkerhoff) The motion was approved.

Friends of the Library Report: Tony Lorentz will present his antique appraisal program on November 19th; FOL election of officers will precede the presentation.

Financial Report:

a. October Financials: Financial reports were presented and include cash disbursements, general ledger, revenues and expenses, and investments. A motion was made to approve the financial reports. (Walbridge/Brinkerhoff) The motion was approved.

b. 2014-15 Audit: A preliminary report was received from Siegfried Crandall after the audit last Monday.

Director's Report: Jerry Dennis with the Meet Michigan Authors program presented a program on November 5 with 90+ attending. Artist Paul Mergen's reception was held November 10 with 16 people attending.

Antiques appraiser Tony Lorentz will return Thursday, November 19th for the Richland version of Antiques Roadshow. Ellen Hoyt will display her quilts in December. Jeanette Maxey's jewelry and glass art will be exhibited in the upstairs display cases beginning in mid-December. The next movie program is scheduled for Saturday November 21st. The Book Discussion and Guitar Jam Club programs continue on their regular monthly basis. TAB members have volunteered to assist with the Gull Lake Schools Ryan Readers program.

The audit for FY 2014-2015 is complete. A follow-up meeting will be scheduled as well as a meeting with the Budget & Finance Committee.

Maranda Glas has resigned her position as Teen Services Librarian. Jill Nance was hired as

Circulation Desk Clerk. MelCat will be unavailable to patrons from November 18th through December 11th while the servers are relocated. Meetings this month include the Personnel Committee, Budget and Finance, Staff Managers, Staff, Rotary, Lions and consultant/coach Christine Berro.

Committee Reports:

a. Personnel:

Staff update: The Personnel Committee met to consider edits to the Personnel Manual.

b. Budget/Finance: The format of existing financial reports will be reviewed to see if the current format is easy to understand and meets the needs of the Board.

c. Other Committee Reports: None

Old Business:

a. Action Items Review - August 19, 2015: Several items from August were reviewed.

b. Facilities Update - Sidewalk Repair: The winter weather will have a bearing on completing this project before the ground freezes and winter sets in.

c. Trustee Vacancy - Update: The Township Board will need to approve Mr. Czerney's desire to serve on the RCL Board. A motion was made to nominate Mr. Czerney to the Board. (Walbridge/Brinkerhoff) The motion was approved.

d. Board Committees: It was suggested the Board consider consolidating committees where possible in order to streamline operations and improve communications between the committees. Upon approval by the Township, Mr. Czerney will join the Budget, Personnel and Communications committees. It was also proposed the Facilities and Gifts and Aesthetics Committees be merged. A motion was made to approve these changes. (Walbridge/Brinkerhoff) The motion was approved.

New Business:

a. 2015-16 Meeting Calendar: Dates for upcoming meetings were enumerated for the Board.

b. Library Closings Request: A motion was made to close the Library Dec. 26, 2015 and Jan. 2, 2016. (Brinkerhoff/Walbridge) The motion was approved.

c. Southwest Michigan Library Cooperative Board -November meeting at RCL: This group will meet Monday, November 30th at our library.

d. Consideration of Extended Library Hours - Update: The Budget/Communications Committee will consider the impact of extending hours of operation.

e. Other new business: New 5/3 bank signatures are required by appropriate Board members with the change of new RCL Board officers.

Action Item Review: Action items were reviewed from tonight's meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:10 PM. (Walbridge/Brinkerhoff) The motion was approved. The next meeting is scheduled for January 20, 2016. There is no meeting scheduled for December.

Respectfully submitted,

Michael Dunn, President

Chris Cupper, Secretary

Approved: January 20, 2016

