

## **Richland Community Library Board Minutes October 19, 2016**

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

**Members Absent:** Chris Cupper

**Others Present:** Dennis Kreps, Anne Howley-O'Brien, Karen Goebel, Mary Jasiak, and Ellen Hoyt.

**Call to Order:** President Kent called the meeting to order at 6:07pm.

**Approval/Amendment of Agenda:** A motion was made to approve the Agenda. (Czerney/Walbridge) The motion was approved.

**Guests/Public Comment:** Anne Howley-O'Brien was present and observing the Board Meeting as a potential future Board member.

**Action Item Capture:** Mrs. Walbridge will capture Action Items for tonight's meeting and will also get last month's Action Items for our review.

**Review and Approval of September 21, 2016 Minutes:** A motion was made to approve the minutes as amended. (Jonas/Walbridge) The motion was approved.

**Review of the Financial Reports:** Mr. Jonas reviewed the Financial Reports. A motion was made to approve the Financial Reports as presented by Mr. Jonas. (Walbridge/Czerney) The motion was approved.

**Friends of the Library Report:** None.

**Library Director's Report:** Pastel painter Tracy Klinesteker's realistic and landscape paintings will be exhibited during November and December. The first program for this year's Meet Michigan Authors series is Friday, October 21 at 7:30 PM. Guest speaker is Andy Molina, local author and professor of Creative Writing at Kalamazoo College. Bethany Christian Services is a local organization which provides adoption services and works with refugee families. The Library will collaborate with this organization and host author Mary Koral who will share her experience of adopting three children from different regions of the world; she will read selected passages from her recent book *The Year the Trees Didn't Die*. The Library will again host antiques appraiser Tony Lorenz on November 17. This program is sponsored by the RCL Friends of the Library and will follow its annual membership meeting.

Our local fire department visited on October 12, including a fire truck petting zoo in observance of Fire Prevention Week. Over 80 parents and children were in attendance.

The monthly book discussion led by Mrs. Carter, Guitar Jam Club and the Teen Advisory Board (TAB) continue to meet on a regular basis.

We are in the process of filling a vacancy for a part-time Circulation Desk Clerk, with the goal of having the new staff member on board by early November. Annual staff reviews are complete.

Two builders are developing quotes to replace the front door. The Director is working with the local postmaster and a local printer to produce and distribute a postcard which will promote our upcoming

community survey. The Director and Bookkeeper are making preparations for the annual audit which typically takes place in November. The Director continues to participate in an executive director's peer group hosted by Kalamazoo OnePlace. This is a group of executive director's from local organizations and companies and meets monthly. The Director presided over his last meeting as President of the Southwest Michigan Library Cooperative on October 13.

During the past month the Director met with RCL staff, the Meet Michigan Authors Collaborative Advisory Board, Rotary and the Lions Club. None.

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**Committee Reports:** Personnel Committee has been meeting, and will bring a report to the November meeting of the Board.

### **Old Business:**

- a. Facilities Projects-update:
  - i. Building Assessment-recommendation: Miller-Davis said they would not bid on the project, so the Director is going to contact American Village Builders to ask for a bid. More information will be brought to the November meeting of the Board.
  - ii. Front Door-bids in process: One bid is in already and two more are coming.
- b. Community Survey-implementation and distribution: update: The Community Survey is ready to go out, and the Director discussed options for printing it and mailing it.
- c. Board Member Training/Orientation: scheduling options: Early-mid December is most likely.
- d. Staff recognition/appreciation: Director has settled on the best option offered via Board discussion at the last meeting.
- e. Liability Insurance-annual renewal: The Director will gather additional information about the

umbrella policy option that could be added later on. A motion was made to approve the renewal of the RCL Municipal Insurance Policy for the sum of \$6,535. (Krawczyk/Walbridge)  
The motion passed.

**New Business:**

- a. Audit preparation: The Director will attempt to schedule the audit to take advantage of the best time availability of the RCL bookkeeper.
- b. Board Vacancy and Slate of Officers: The new slate of officers was offered in which Raenell Kent will be President, Liz Walbridge will be Vice President, Chris Cupper will be Secretary, and Doug Jonas will be Treasurer. (Jonas was absent at this time of the meeting.) A motion was made approve the slate of Officers. (Czerney/Krawczyk). The motion passed. The remaining Board vacancy was discussed, and Anne Howley-O'Brien will proceed with the next steps in considering her candidacy.
- c. Other new business: Committee assignments will be considered at the November meeting of the Board.

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

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 8:05 pm. (Czerney/Walbridge). The next meeting is scheduled for November 16, 2016 at 6:00 PM.

**Respectfully submitted,**

**Raenell Kent, President**

**Tom Krawczyk, Extremely Temporary Acting Secretary**

**Approved: November 16, 2016**