Richland Community Library Board Minutes
April 19, 2017

Members Present: Chris Cupper, Tim Czerney, Anne Howley-O'Brien, Raenell Kent, Tom Krawczyk, Liz Walbridge

Members Absent: Doug Jonas

Others Present: Dennis Kreps

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

Approval/amendment of the agenda: Under New Business add item "f" discretionary spending. A motion was made to approve the amended agenda.   (Howley-O'Brien/Cupper) The motion was approved.

Guests/Public Comment: Stevie Brinkerhoff, President of FOL is present at the meeting.

Action Item Capture: Ms. Walbridge will capture action items for tonight's meeting.

Review and Approval of March 15, 2017 Minutes: Minutes from the previous meeting were presented for Board review and approval. A motion was made to approve the minutes as amended. (Krawczyk/Howley-O'Brien) The motion was approved.

Review of the Financial Reports: Financial reports were presented to the Board for their review and discussion. A motion was made to accept the reports as presented.   (Czerney/Krawczyk) The motion was approved.

Friends of the Library Report: The Policy Committee is developing a discretionary fund policy. Until this new policy meets with Board approval, the FOL has agreed to underwrite pertinent library activities.

Library Director's Report: The Director has indicated the focus of this report will be on employee activities and programming.

Committee Reports:
 a. Budget & Finance Committee: This is covered under Finance Reports.
 b. Technology & Facilities Committee: The committee met April 17th regarding the building assessment report from David Flook and how the report can be melded into the technology plan for the library, including goals, budget and strategies for the future. Flooring and the floor molding by the lower exterior door and floor molding by the lower elevator will be done next week. The Committee presented a motion to approve the increased cost of the front door due to design modifications. (Krawczyk/Czerney) The motion was approved. A motion was made to approve a new Ricoh copier up to $2300. (Krawczyk/Howley-O'Brien) The motion was approved.
 c. Policy Committee: This committee will meet sometime before the next Board meeting.

Old Business:
   a. Technology Plan: Specifics of this plan will be detailed by the Director.
   b. Building Assessment - The report by Dave Flook. has been received and reviewed by the Technology & Facilities Committee.

New Business:
   a. Library Staff Update: Hillary Berry (formerly of Paw Paw Library) is the new Assistant Director and will introduce herself to the Board in May.   A vacancy at the circulation desk has resulted in the position being posted for interested candidates.
   b. FOIA Policy on Library Website: The policy should be posted in our website. We will defer to the state regulation until a RCL policy is created and approved.
   c. RCL credit card limit: A request has been made to increase the credit card limit from $1500 to $5000.   Paying credit card bills on line before the due date would free up extra money within the $1500 limit as an alternative to raising the credit card limit.
   d. Board members' contact information on Library Website: An email account for Library Board members will be created and will be posted on the website.
   e. Library Statistics: Follett/Destiny can provide circulation statistics in various formats for the Board. The Director will provide examples at the next Board meeting.
   f. Discretionary funds: FOL will step in for the RCL Board until a policy is developed and approved.
   g. Other new business: None

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

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:35 PM. (Walbridge/Czerney)   The next Board meeting is scheduled for May 17, 2017, at 6:00 PM.

Respectfully submitted,

Raenell Kent, President   **Chris Cupper, Secretary**

Approved: May 17, 2017