

**Richland Community Library
Public Hearing on Budget 2018-2019 Fiscal Year
Regular Board Meeting
August 29, 2018**

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

Members Absent: Doug Jonas

Others Present: Karen McConnell, Tony Clark

Call to Order: President Krawczyk called the meeting to order at 6:04 PM.

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

Guests/Public Comment: Zeke, Eve, Alaina, Isabelle, and mom Allie Bruski; Barbara Miller. The Bruski family endorsed using Hoopla and requested issuing library cards for minors younger than 12.

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

Budget Discussion: Specifics of the budget were discussed with notes forwarded by Mr. Jonas, and input from Mr.. Czerney.

Public Hearing of RCL FY 2018-2019 Budget: There was no public present. A motion was made to approve the budget as presented. (Czerney/Kent) The motion was approved.

Review/Approval of May 4, 2018 Special Meeting Minutes and June 27, 2018 Regular Board Minutes: A motion was made to approve minutes of May 4, 2018 as presented. (Czerney/Kent) The motion was approved. A motion was made to approve minutes from the June 27, 2018 Board meeting as presented. (Czerney/Howley-O'Brien) The motion was approved.

Review of Financial Reports: Current financial reports were presented to the Board for review. A motion to accept the reports was made. (Walbridge/Kent) The reports were accepted.

Friends of the Library Report: There was a discussion of the discretionary fund, how and under what circumstances these funds were to be spent. Funds not spent in a fiscal year will roll over to the next year.

Director's Report: The report was presented to the Board for their review; it summarized the recent work of Mr. Williams and Ms. McConnell.

Committee Reports:

- a. Budget and Finance: Doug Jonas, Chair: See budget information above.

- b. Personnel: Tom Krawczyk, Chair: Draft goals for new the Director need to be revised. A date to meet needs to be arranged.
- c. Technology and Facilities: Liz Walbridge, Chair: Tony Clark was present with a proposal to purchase a new server and to answer questions from the Board. The new catalog software will be purchased and the catalog will be stored in the cloud. The committee would like to set a date to meet and discuss this proposal.
- d. Policy Committee: Chris Cupper, Chair: This committee will set a date to meet to consider revisions to the circulation policy and a policy for library closings for staff professional development.

Old Business:

- a. Bank Signature Card/Credit Card Update: Arrangements need to be made to add Ms. McConnell to the library credit cards.
- b. Policy Manual Updates:
 - i) A motion was made to approve as edited “all together” the policy changes. (Czerney/Walbridge) The motion was approved.
- c. Elevator update: The Library attorney has responded with suggested changes after perusing the proposed elevator contract.

New Business:

- a. Server Quote: See above.
- b. Report on Summer and Fall Programs:
 - i) School Age, Teen and Adult: All programs were quite successful and well attended.
 - ii) Art Exhibits: Vicki VanAmeijden facilitates the bookings, receptions, and installations of art exhibits at RCL.
 - iii) Meet Michigan Authors: Dr. Benjamin Wilson (WMU) will present a program on “Black Heritage and the Idlewild Community in West Michigan” on Thursday, September 27th at 7:00 PM.
- c. Atrium Update and Demonstration: The Director previewed the proposed new OPAC. Currently, the new software is available on the RCL website as a demonstration.
- d. Set debt millage rate: A motion was made to set the debt millage rate for FY 2018-2019 at 0.14 (Czerney/Howley-O’Brien) The motion was approved.
- e. Set operating millage rate: A motion was made to set the operating millage for FY 2018-2019 at 0.8228. (Walbridge/Howley-O’Brien) The motion was approved.

Action Item Review: Ms. Walbridge reviewed action items generated at this meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:00 PM. (Czerney/Howley-O’Brien) The next meeting is scheduled for September 19, 2018 at 6:00 PM.

Respectfully submitted,

Tom Krawczyk, President

Chris Cupper, Secretary

Approved: November 28, 2018