

## **Richland Community Library Board Minutes March 20, 2019**

**Members Present:** Chris Cupper, Tim Czerney, Debbie Grohs, Doug Jonas, Tom Krawczyk, Jessie Potter, Liz Walbridge

**Members Absent:** None

**Others Present:** Karen McConnell

**Call to Order:** President Krawczyk called the meeting to order at 6:06 PM.

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

**Guest/Public Comment:** Mary Jane Vavra representing Gull Lake Community Schools spoke on creating a partnership with RCL to address adult literacy in our community.

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

**Review and Approval of February Board Minutes:** A motion was made to approve the minutes as presented. (Czerney/Walbridge) The motion was approved.

**Review of Financial Reports:** Mr. Jonas presented the financial reports for Board review and acceptance. A motion was made to accept the financial reports. (Grohs/Czerney) The motion to accept the reports was approved.

**Friends of the Library Report:** FOL has agreed to underwrite future artists receptions. Current FOL President Larry Williams recently met with former FOL President Stevie Brinkerhoff.

**Director's Report:** The Director presented a summary of current RCL activities and activities within the community.

### **Committee Reports:**

- a. Budget & Finance: Doug Jonas, Chair: This committee met February 27th to discuss the audit report; they will meet again March 27th. Siegfried Crandall will attend the next B & F meeting.
- b. Personnel: Tom Krawczyk, Chair : This committee met on March 5th and will meet on April 9th to review the Director Evaluation form.
- c. Technology & Facilities: Liz Walbridge, Chair: This committee met on March 5th and will meet again April 9th.
- d. Policy Committee: Chris Cupper, Chair: This committee met March 20 to review two policies. Policy 2.25 was forwarded for Board approval; policy 2.30 was held in committee for further work. The next meeting is scheduled for April 17th.

**Old Business:** None

**New Business:**

- a. Phone System Quotes: After considering quotes from Nu Wave, Bloomingdale Communications and CTS for a new phone system, a motion was made to accept the quote from CTS. Two purchase options were proposed; a motion was made to accept option B at \$385/month. (Walbridge/Grohs) The motion was approved. This includes training for the staff, installation, and maintenance charges for 5 years as the move is made from an analog to a digital system. Total cost is \$7,081.00.
- b. Children's Circulation Desk Quotes: The circulation desk in the Children's Room and its options for redesign and sourcing was discussed.
- c. RCL Audit: See above
- d. Policy Update: Policy 2.25 was presented to the Board for their review and approval. A motion was made to approve this policy. (Jonas/Czerney) The motion was approved.

**Action Item Review:** Ms. Walbridge reviewed action items for this meeting.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:20 PM. (Cupper/Grohs) The next meeting is scheduled for April 17, 2019 at 6:00 PM.

**Respectfully submitted,**

**Tom Krawczyk, President**

**Chris Cupper, Secretary**

**Approved: April 17, 2019**