

Richland Community Library Board Minutes May 20, 2020

Members Present: Deb Chassee, Chris Cupper, Chad Farrer, Debbie Grohs, Jesse Potter, Darren Sabuda, Liz Walbridge

Members Absent: None

Others Present: Karen McConnell

Call to Order: President Grohs called the (Zoom) meeting to order at 6:06 PM.

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

Guest/Public Comment: None

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

Review and Approval of April 2020 Board Minutes: The April minutes were presented for Board approval. A motion was made to approve the minutes (Grohs/Chassee). The minutes were approved as amended.

Review of Financial Reports: Mr. Farrer reports all spending to date is under budget. He is working on a new format for the financial reports. The Board will postpone acceptance of the reports until the June meeting.

Friends of the Library Report: No report has been received. Word has been received the 4th of July Parade has been cancelled, along with the associated annual chicken dinner due to Covid-19.

Director's Report: RCL although closed to the public continues to provide services. Currently WiFi access has been extended to the front and rear parkings lots; the library continues to promote online/ electronic resources, some of which are free. The Director also continues to Zoom with numerous colleagues at the state and local level in order to determine what policies and procedures will be in place when libraries re-open. Draft budgets are being prepared for the coming fiscal year and will be presented to the Board for their approval.

Committee Reports:

- a. Budget & Finance, Chad Farrer: The Committee has been looking into providing health insurance for the Director and Assistant Director and what the various options are.
- b. Personnel: Debbie Grohs, Chair: Focus has been working with B&F to look forward to provide health insurance as noted above.
- c. Technology & Facilities: Darren Sabuda, Chair: The Committee is considering various aspects of addressing numerous potholes in the back parking lot and repair of the furnace in the library.
- d. Policy Committee: Chris Cupper, Chair: This Committee did not meet in May.

Old Business: None

New Business:

- a. Parking Lot Repairs: Several Richland businesses are agreeing to cover the repair cost of the numerous potholes in the back parking lot. Those include Richland Eye Care, Berkshire Hathaway, First Presbyterian Church and RCL. Payment will be made to RCL by all committed parties; a document naming participants and amount owed will be created. A motion was made to approve the expenditure of \$8718.00 for this project (Sabuda/Grohs). The motion was approved.
- b. Health Care Coverage: In considering health insurance coverage for the Director and Assistant Director, BCBS of Michigan provided two options, a gold plan and a silver plan. The two plans are not very far apart in cost. A motion was made to approve the gold plan (Potter/Grohs). The motion was approved unanimously.
- c. Infectious Disease Policy: This new policy was created in response to a pandemic and outlines procedures which can be put into place. A motion was made to approve this policy (Potter/Grohs). The motion was approved. This policy will be added as an addendum to the emergency closings policy.

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

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:00 PM (Grohs /Potter). The next scheduled meeting is Wednesday, June 17, 2020 at 6:00 PM.

Respectfully submitted,

Debbie Grohs, President

Chris Cupper, Secretary

Approved: June 17, 2020