

# **Richland Community Library Board Minutes**

## **March 15, 2023**

**Members Present:** Monica Bordner, Debbie Chassee, Chris Cupper, Aviva Luciano, Kristine Parsons, Justin Reynolds

**Members Absent:** None

**Others Present:** Jack Buck

**Call to Order:** President Bordner called the meeting to order at 6:03 PM.

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

**Guest/Public Comment:** Dane Richards, prospective Board member

**Action Item Capture:** Justin Reynolds will capture action items for this meeting.

**Review and Approval of February 15, 2023 Minutes:** A motion was made to approve the minutes. (Parsons/Chassee). The motion was approved.

**Review of Financial Reports:** With five months into the fiscal year, it is reported all finances are on track. Procedures for applying for grants has changed for this coming year. A motion was made to accept the reports (Parsons/Chassee). The reports were accepted by the Board.

**Friends of the Library Report:** The next meeting is scheduled for April 19, 2023. The Director will attend the meeting.

**Director's Report:** The Director reported on activities in the library in the preceding month. Staff job descriptions have been updated, a training doc for new hires has been created and Library Statistics (for patron review) has been added to the RCL website.

### **Committee Reports:**

- a. Budget and Finance: Justin Reynolds, Chair: This committee met last Friday. The Director will attend a March virtual workshop on financial aspects of presenting a millage proposal to the public.
- b. Personnel: Aviva Luciano, Chair, Debbie Chassee, Trustee This committee recently met with Strategy and Finance.
- c. Technology and Facilities: Kristine Parsons, Chair A new chair has been acquired for a staff member. Tape/paint for stairs to the lower level needs to be purchased and installed for ADA compliance.
- d. Policy: Chris Cupper, Chair The Committee did not meet.
- e. Strategic Planning: Debbie Chassee, Chair, Monica Bordner, Trustee: The Library will create a newsletter and be made available to the patrons in the library.

**Old Business:** Adding Library Materials Reconsideration Form: The Policy Committee will consider a revision of a reconsideration form.

**New Business:** The Board is being asked to authorize the possibility of postponing opening for an inservice on a Friday either 11 AM or 12 PM in preparation for the summer reading program.

**Action Item Review:** Action items for this meeting were reviewed by Trustee Reynolds.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 7:24 PM. The next meeting is scheduled for April 19, 2023 at 6:00 PM.

**Respectfully submitted,**

**Monica Bordner, President**

**Chris Cupper, Secretary**

**Approved: April 19, 2023**