

Richland Community Library Board Minutes

April 20, 2016

Members Present: Stevie Brinkerhoff, Chris Cupper, Tim Czerney (at 7:07 PM), Michael Dunn, Raenell Kent, Liz Walbridge

Members Absent: Doug Jonas

Others Present: Dennis Kreps

Call to order: President Dunn called the meeting to order at 6:12 PM.

Approval of Agenda: A motion was made to add to New Business: GLCS/RCL collaboration. (Walbridge/Brinkerhoff) The motion was approved.

Public Comment: None

Guests: Ellen Hoyt (at 6:27 PM); Marsha Meyer (at 6:35 PM), Karen Goebel (at 7:03 PM)

Action Items Capture: Mrs. Kent will capture action items for tonight's meeting.

Review and approval of March 16, 2016: A motion was made to approve the minutes as amended. (Kent/Walbridge) The motion was approved.

Friends of the Library Report: Marsha Meyer reported a poetry program will be featured tomorrow night in the library. Nationally known Young Adult author Gary Schmidt will present a program May 26. The next meeting of FOL will be Friday, May 20 at Liz's Parkview at 12:00 noon.

Financial Report: March financials: The Director suggested for the time being using the existing format for financial reporting as well as Mr. Czerney's format. This would include a legend/ explanation which would provide clarification on specific line items. A motion was made to approve the financial report as presented. (Kent/Brinkerhoff) The motion was approved.

Directors Report: The Library will display Gull Lake High School student art during May and June. Programs held during spring break were successful; a ukulele workshop and "Dancing Dogs" were well attended. A *Star Wars* (DVD) release party was held April 15th with 32 people attending. A calendar of events for the summer reading program will be available to the public by May 31st. The next Meet Michigan Authors program will be presented April 21st. Featured this evening will be award winners Susan Ramsey and Bonnie Jo Campbell. Local Richland community members Robin Nott and Jerry Leudeking will also participate in this program. Book Discussion, Guitar Jam Club and the Teen Advisory Board (TAB) continue to meet on a regular basis. The Library staff is evaluating *Mango Languages*, an on-line foreign language/learning database. It will be made available to the public after the staff evaluation. The Director met with the following groups: RCL staff and managers (LICs), RCL Friends, Meet Michigan Authors Advisory Board, Rotary and Lions.

Committee Reports:

- a. Personnel: The Personnel Manual was presented. A motion was made to approve the

Personnel Manual as presented. (Kent/Czerney) The motion was approved.

- b. Budget/Finance: This committee did not meet this month. This committee will need to address the recent resignation of Mrs. Balcom and her replacement while keeping within budgetary constraints.
- c. Communications: The public survey is being formulated.
- d. Other Committee Reports: The Communications and Policy committees will set dates to meet in the near future.

Old Business:

- a. Action Items Review-March 16, 2016 meeting: Action items from the previous meeting were reviewed.
- b. Schedule for holiday Saturdays: The Policy committee will address this when they meet in early May.

New Business:

- a. Front door replacement: Replacement of the front door will include replacing the side lights. Newman Construction has submitted a bid; Hawks Hollow will also submit a bid. A third bid has not been determined. All information will be forwarded to the Facilities Committee for their consideration before being presented to the Board.
- b. GLCS collaboration: GLCS would like to join with RCL in presenting a community program. A suggested topic was autism. Mrs. Walbridge will communicate with the school district.
- c. Check authorization: A motion was made to update the check signing authority. (Czerney/Walbridge) The motion was approved. Individual banking institutions where we have accounts will be contacted.
- d. Committee assignments: Vice President Walbridge will update and distribute the committee assignment document and will also distribute ADA guidelines for libraries.

Action Item Review: Items from this evening's meeting were reviewed.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:47 PM. (Cupper/Walbridge) The next meeting is scheduled for May 18, 2016 at 6:00 PM.

Respectfully submitted,

Michael Dunn, President

Chris Cupper, Secretary

Approved: May 18, 2016