

## **Richland Community Library Board Minutes October 17, 2018**

**Members Present:** Chris Cupper, Tim Czerney, Anne Howley-O'Brien, Doug Jonas, Tom Krawczyk, 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 the Agenda:** A motion was made to approve the agenda as amended. (Czerney/Walbridge). The motion was approved.

**Guest/Public Comment:** Bob Kent, FOL Treasurer

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

**Approval of Meeting Minutes of September 19, 2018 and October 2, 2018:** A motion was made to approve the Board minutes of September 19, 2018. (Jonas/Czerney) The motion was approved. Board minutes of October 2, 2018 were presented for review. A motion was made to approve the minutes as amended. (Jonas/Krawczyk) The motion was approved.

**Review of Financial Reports:** We will defer reviewing the current financial reports until the November meeting. The consolidating of existing financial reports was discussed.

**Friends of the Library Report:** Mr. Kent reported on recent activities of the Friends group including programming, recent book sales and the upcoming antique appraisal and auction of items that were donated by McDonalds (currently undergoing remodeling).

**Director's Report:** The Director reported to the Board on several projects including server upgrades, elevator upgrades and programming.

### **Committee Reports:**

- a. **Budget & Finance:** Doug Jonas, Chair: This committee met on September 26, 2018 to address consolidation of the financial reports. They will next meet November 28, 2018. A special Board meeting is scheduled for November 8, 2018 at 6:00 PM.
- b. **Personnel:** Tom Krawczyk, Chair: This committee met on October 16, 2018; we will meet again November 8, 2018 after the special Board meeting.
- c. **Technology & Facilities:** Liz Walbridge, Chair: This committee met October 2, 2018. The area in the rear parking lot near the drop box has been patched.
- d. **Policy Committee:** Chris Cupper, Chair: This committee did not meet. The next scheduled meeting is scheduled for October 30, 2018 at 4:30 PM.

**Old Business:**

- a. Elevator Project-Esper Electric: Esper will be here next Monday and Tuesday.
- b. Library Data Migration: Data migration is complete with only minor glitches which are being addressed as they arise.
- c. Board Vacancies: We need to fill 2 vacancies. The Director will contact Gull Lake PTOs, building principals and the Friends group for possible recommendations.
- d. Board Officers/Committee Assignments: The Board is encouraging RCL staff to participate on committees as appropriate. Officers for 2018-2019: The slate is the same as last year. A motion was made to approve the slate. (Czerney/Howley-O'Brien) The motion was approved. Mrs. Kent will continue on the Policy Committee as a community member. Mr.. Carl will come onto the Budget & Finance Committee as a community member.
- e. Policy Manual Updates: There is no report.

**New Business:**

- a. New Staff: With Mrs. Carter cutting back her hours, Monica Hepner has been hired. Hannah Reuter is working part time.
- b. Staff/Volunteer Appreciation: The annual staff/volunteer will include spouse/partners this year. The Director will inform the Board of the date and time.
- c. New and Existing Programs: Meet Michigan Authors continues, as does Book Group and art exhibits. All are popular programs. New programs include computer help sessions, and a spook house on Halloween run by TAB. The Director will attend the GLCS Foundation breakfast on October 19 and the MLA annual conference.
- d. Services Review: It has been brought to the attention of the Board a financial savings can be realized if Republic Services is paid on an annual basis. Insurance on the Library is also due in the near future.
- e. Audit Planning: Siegfried Crandall needs to be contacted on requirements in preparation for the annual audit. Also, the auditor needs to send a letter of engagement to the Director.

**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 8:13 PM. (Cupper/Howley-O'Brien) The next meeting is scheduled for Wednesday, November 28, 2018 at 6:00 PM.

**Respectfully submitted:**

**Tom Krawczyk, President**

**Chris Cupper, Secretary**

**Approved: November 28, 2018**