

Richland Community Library Board Minutes
April 17, 2019

Members Present: Chris Cupper, Tim Czerney, Tom Krawczyk, Jessie Potter, Liz Walbridge

Members Absent: Debbie Grohs, Doug Jonas

Others Present: Karen McConnell

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

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

Guests/Public Comment: None

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

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

Review of Financial Reports: In the absence of Mr. Jonas, Mr. Czerney indicated we are on track regarding budgetary items for the fiscal year. A motion was made to accept the financial reports. (Potter/Czerney) The motion was approved and the financial reports were accepted.

Friends of the Library Report: FOL will next meet on Thursday April 25th.

Director's Report: The Director reported on recent activities in the Library including a grant being awarded to RCL through the efforts of Hannah Reuters and Carrie Dunn. RCL staff received training on MeL databases. The Director also reported on various outreach activities.

Committee Reports:

- a. **Budget & Finance:** Doug Jonas, Chair: Siegfried Crandall recently met with this committee to review the recent audit. The auditors indicated, as a point of clarification, that the RCL does not need to amend individual line items in the budget in response to variances between actual and budget, if the total of actual expenses is in line with the total budget for expenses. In the audited report, all expenses are reported as a single category. They indicated they were more interested in the overall picture and the bottom line rather
- b. **Personnel:** Tom Krawczyk, Chair: This committee was not able to meet this month; the next meeting is scheduled for May 7th.
- c. **Technology & Facilities:** Liz Walbridge, Chair: This committee met on April 9th and will meet again May 7th.
- d. **Policy:** Chris Cupper, Chair: This committee met on April 17th to continue amending wording of the Code of Conduct policy for the Library. The next meeting is scheduled for May 22nd at 5:00 PM.

Old Business:

- a. **Revise Phone Update Vendor:*** Owing to conflicts with Comcast, the CTS agreement to provide new and updated phone service to the Library has been put on hold.

New Business: None

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 8:08 PM. (Potter/Czerney) The next meeting is scheduled for Wednesday, May 19, 2019, at 6:00 PM.

*denotes Board approval required

Respectfully submitted:

Tom Krawczyk, President

Chris Cupper, Secretary

Approved: May 22, 2019