

## Richland Community Library Board Minutes January 17, 2018

**Members Present:** Tim Czerney, Anne Howley-O'Brien, Doug Jonas, Raenell Kent, Tom Krawczyk, Liz Walbridge

**Members Absent:** Chris Cupper

**Others Present:** Dennis Kreps

**Call to Order:** President Krawczyk called the meeting to order at 6:08 P.M.

**Approval/Amendment of Agenda:** The agenda was amended as follows –

Corrected date – January 17, 2018, not 2017

Corrected date of November meeting, referenced in approval of minutes from previous meeting, to November 15, 2017, not November 18, 2017

Agenda item #14 is actually #13

A motion was made to approve the agenda, as amended and corrected (Walbridge/Jonas). The motion was approved unanimously.

**Guests/Public Comment:** There was no guest or public comment.

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

**Review and Approval of November 15, 2017 Minutes:** Item b under Old Business was revised to read as follows: The Director will email information regarding the November 20th event. Additionally, in item a under New Business, the word "approved" was corrected to read "approve." A motion was made to approve the minutes as amended/corrected (Jonas/Walbridge). The motion was approved unanimously.

**Review of the Financial Reports:** Mr. Jonas reviewed the financial reports with the members of the board. He highlighted the additional \$8,000 available fund balance related to the Kalamazoo Foundation and the combined \$7,100 of designated contributions received from the Friends of the Library and the Lions Club. The Budget & Finance Committee needs to review the reporting for the "Meet the Authors" program by the March meeting of the Board. It appears as though the capital outlay budgeted for the building for FY 2018 has been identified as "Capital Outlay – Equipment" on the financial report. The appropriate identity will be confirmed and then the report will be revised, if necessary. The Director just recently received the electronic version of the audit report from the auditing firm. Mr. Czerney suggested that the statement of net assets (i.e., the balance sheet) for the Library be provided at the end of each fiscal quarter. Mr. Czerney also requested that the monthly revenue and expense amounts be reported in addition to the YTD amounts. A motion was made to accept the financial reports (Czerney/Kent). The motion was approved unanimously.

**Friends of the Library Report:** No member of the Friends of the Library was present. The Director reported that the FOL group is growing and remains eager to help and be active in "the life of the Library," as evidenced by the recent \$6,800 contribution, to be used for tables for the children's area, a defibrillator (with applicable training) and children's books.

**Library Director's Report:** Three candidates for the Assistant Director position have been scheduled for interviews. The Director will contact the two elevator service vendors yet to submit proposals and set a

deadline of January 31, 2018 for submission. He will then forward the proposals, with a recommendation, by February 9, 2018. There were no other questions or additions.

**Committee Reports:**

- a. Budget and Finance: The committee had not met since the November Board meeting, but will meet prior to the February Board meeting.
- b. Personnel: The committee met to complete the Director's evaluation, which will be covered under New Business.
- c. Technology & Facilities: The committee met January 8, 2018, when the Director provided an assessment of the present situation/capabilities pertinent to technology, including what needs replacing. The committee asked the Director for additional information, such as timelines and cost, which will be distributed prior to the next meeting of the committee.
- d. Policy Committee: The committee met December 12, 2017, but has nothing to report. Active topics include the check-signing policy and requirements for Board approval. There was a brief discussion about establishing an ongoing process for periodically and systematically reviewing all policies.

**Old Business:**

- a. Extended Library Public Service Hours: The proposal developed by the Director will be reviewed by the Budget & Finance Committee.
- b. Signature Cards: The Director is still working with Advia Credit Union to determine their requirements for updating the signature cards. The signature cards at Fifth Third Bank also require updating and shall be the priority, based on the significance of the Fifth Third accounts to the Library's daily operations.

**New Business:**

- a. Director's Review: At the request of the Director, a motion was made to move to closed session to discuss the Director's annual evaluation/performance review (Walbridge/Krawczyk). Roll call vote: Czerney – yes; Howley-O'Brien – yes; Jonas – yes; Kent – yes; Krawczyk – yes; Walbridge – yes. Motion approved. Moved to closed session at 8:01 P.M. Returned from closed session at 9:02 P.M. The Board voted unanimously to approve the motion from the closed session.

**Action Item Review:** The action items generated at this meeting were reviewed by Ms. Walbridge.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 9:08 PM. (Kent/Czerney) The next meeting is Scheduled for February 21, 2018 at 6:00 PM.

**Respectfully submitted,**

**Tom Krawczyk, President**

**Tim Czerney, Acting Secretary**

**Approved: February 21, 2018**