

Richland Community Library Board Minutes May 18, 2016

Members Present: Stevie Brinkerhoff, Chris Cupper, Tim Czerney, Michael Dunn, Doug Jonas
Raenell Kent, Liz Walbridge

Members Absent: None

Others Present: Dennis Kreps

Call to Order: President Dunn called the meeting to order at 6:11 PM.

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

Public Comment: None

Guests: Mary Jasiak, RCL employee (left at 8:49 PM)

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

Review and Approval of April 20, 2016 Minutes: Minutes from the previous meeting were
presented for approval. A motion was made to approve the minutes as amended. (Brinkerhoff/Kent)
The motion was approved.

Friends of the Library Report: The FOL will meet at noon this Friday at Liz's Parkview to discuss
and plan for the book sale July 16th.

Financial Report: April financials The financial report for April was presented for approval by the
Board. A motion was made to approve the report as presented. (Czerney/Walbridge) The motion
was approved.

Director's Report: Art work created by Gull Lake High School students will be exhibited in the
Library beginning in late May and will remain on display through June. The calendar for the summer
reading program is nearly complete; the *Party in the Park*, kickoff to the beginning of the summer
reading program, is scheduled for June 22.

The Library hosted a Meet Michigan Authors program April 21. Richland area residents joined Susan
Ramsey and Bonnie Jo Campbell for a well-received poetry reading; 70 people attended.

The final Meet Michigan Authors is scheduled for Thursday, May 26th. Teen/young adult novelist
Gary Schmidt will be presenting. Promotional materials have been sent to Gull Lake Middle School
and Gull Lake High School well as an ad being placed in the *GLCS Communicator*.

Guitar Jam Club, and the Book Discussion Program continue to meet regularly. The Teen Advisory
Board along with Jenni Chase is re-designing signage for the Teen Room.

In the last month the Director met with the Budget and Finance Committee, the Personnel Committee,
the Policy Committee, RCL staff and LICs, RCL Friends, Meet Michigan Authors Collaborative
Advisory Board, Rotary and Lions. The Director also participated in the *Spring Storybook Hike*,

developed by the Southwest Michigan Land Conservancy to promote the use of the Chipman Preserve.

Committee Reports:

- a. Personnel: Discussion revolved around refining the job description of the LIC as well as the funding of such a position as a new hire.
- b. Budget/Finance: This committee met twice since last month to discuss the finances of filling the LIC vacant position and developing a budget for next year based on ends and wants. Also discussed was operating on a deficit budget, the impact of budget on programming, and determining the appropriate level for a fund balance. There is a need to establish a checklist or other tool to document appropriate library representatives that have signed forms of authorization at all relevant financial institutions.
- c. Policy: This committee met May 3rd to formalize hours of operation on Easter weekend and Memorial Day weekend. Also discussed was a re-consideration form when particular titles are challenged by a patron. This proposed form will be referred to the MLA Intellectual Freedom office for their appraisal. The meeting room policy needs further consideration before being presented to the Board.
- d. Communications: Community Survey Update: Ms. Brinkerhoff presented a rough draft of the Community survey. There are no revisions by the Board. It was agreed both hard copies and electronic copies will be made available to the public.

Old Business:

- a. Action Items Review-April 20, 2016 meeting: Items from this meeting were presented and reviewed. This list will be updated on a regular basis.
- b. Front Door Replacement-bid process update: One bid has been received and we are waiting on 2 others.
- c. Requested use of available Hawk fund money: Monies from this fund would support the movies in the township park. Performance rights would be paid by the library and then reimbursed. Benefactors will be contacted to see if they wish to be publicly or privately thanked for supporting various library activities.

New Business:

- a. Lower level flooring: The flooring by the elevator is bubbling up. There was some speculation it is due to a moisture issue. This will be addressed.
- b. Legislative update
 - SB 571-injunction upheld: This is the gag order relating to elections, and is now a permanent injunction.
 - Personal Property Tax Capture and subsequent reimbursement: Debt millage monies will be reimbursed; we have lost PPT monies.
- c. Safety Deposit Box: There is a need to re-examine contents of our safety deposit box and see if it is appropriate to keep the safety box. Is there anything that should be in the box that is not? The current contents will be inventoried. The Director will seek input from our insurance agent.
- d. New request for Hawk/Miller Fund expenditure: The Director will itemize a request for reimbursement and forward it to the Kalamazoo Foundation.
- e. Building Audit: The audit of our building should be accomplished by the end of the budget year. CSM will do a walk through before the next Board meeting providing involved costs.

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

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:05 PM. (Czerney/Walbridge) The next meeting is scheduled for June 15, 2016 at 6:00 PM.

Respectfully submitted,

Michael Dunn, President

Chris Cupper, Secretary

Approved: June 15, 2016