

**Richland Community Library Board Meeting
November 15, 2017**

Members Present: Chris Cupper, Tim Czerney, Anne Howley-O'Brien, Doug Jonas, Raenell Kent, Liz Walbridge

Members Absent: Tom Krawczyk

Others Present: Dennis Kreps

Call to Order: Vice President Walbridge called the meeting to order at 6:05 PM.

Approval/Amendment of Agenda: No additions were made to the agenda. A motion was made to approve the agenda as presented. (Czerney/Walbridge) The motion passed.

Guests/Public Comment: None

Action Item Capture: Ms. Howley-O'Brien will capture action items for this meeting.

Review and Approval of October 18, 2017 Minutes: A motion was made to approve the October minutes as presented with amendment. (Kent/Czerney) The motion was approved.

- a. Review and Approve amended March and June Minutes: A motion was made to approve the March 2017 minutes as revised as of 10-17-17. (Jonas/Czerney) The motion was approved. A motion was made to approve the revised minutes of June 2017. (Jonas/Kent) The motion was approved.

Review of the Financial Reports: Financial reports were presented to the Board with explanations provided by Mr. Jonas. A motion was made to accept the financial reports as presented. (Czerney/Jonas) The motion to accept was approved.

Friends of the Library Report: FOL has requested from RCL activities, projects and furnishings which they can underwrite.

Library Director's Report:

- a. MLA conference report: The Director and Assistant Director attend the MLA conference. Much useful information was gathered regarding millage renewals, marketing and branding.

Committee Reports:

- a. Budget and Finance: Doug Jonas, Chair: No report.
- b. Personnel: Tom Krawczyk, Chair. Staff and community involvement on RCL Board committees was addressed; further discussion will take place in January.

- c. Technology & Facilities: Liz Walbridge, Chair: No report.
- d. Policy Committee: Chris Cupper, Chair. A meeting is scheduled for December 12 at 5:00 PM.

Old Business:

- a. Extended Library Public Service Hours: Budget & Finance will meet to address this topic.
- b. Staff Recognition Event: The Director will email information for the November 20th event.
- c. Signature Cards-status report: This topic will be updated at the January meeting. All people involved need to appear at the same time for the Advia signature cards.

New Business:

- a. Library Closings Schedule: Library closings for 2018 were reviewed by the Board. A motion was made to approve this schedule. (Jonas/Kent) The motion was approved.
- b. Review Final year-end Statement of Revenues and Expenses for FY 2016-2017: Several line items were noted where we exceeded the budget in expenses. A motion was made to amend the 2016-2017 budget to reset budgeted amounts to reflect actual amounts for year end totals for the following line items: books, magazines, digital media, membership dues, and Meet the Author programming. (Kent/Cupper) The motion was approved.

Action Item Review: Action items from this meeting were reviewed by the Board.

Director Presentation: The Director made a presentation to the Board focusing on the objectives, vision, core values and mission of RCL. Further discussion will take place at the January 2018 meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn at 8:10 PM. (Kent/Cupper) The next meeting is scheduled for January 17, 2018 at 6:00 PM. Per Board policy, there is no meeting scheduled for December.

Respectfully submitted,

Liz Walbridge, Vice President

Chris Cupper, Secretary

Approved: January 17, 2018