

Richland Community Library Board Minutes

January 15, 2025

Members Present: Lori Beard, Monica Bordner, Debbie Chassee, Chris Cupper, Kristine Parsons, Justin Reynolds, Dane Richards

Members Absent: None

Others Present: Jack Buck

Call to Order: President Bordner called the meeting to order at 6:06 PM.

Approval of / Amendment of Agenda: A motion was made to approve the agenda (Beard/Parsons). The motion was approved.

Guest / Public Comment: None

Action Item Capture: Trustee Reynolds will capture action items for this meeting.

Review and Approval of November 2024 Board Minutes: A motion was made to approve the minutes as amended (Cupper/Bordner). The motion was approved.

Review of Financial Reports: Recent grants are accounting for increased revenues. A motion was made to accept the reports (Bordner/Cupper). The reports were accepted.

Friends of the Library Report: The FOL was well represented during the annual community Wassailing in December. Owing to the weather, community participants were down from last year.

Director's Report: The library staff is putting forth an effort to better promote the library's various collections. The tea tasting programs have been very well received with a waiting list. Teens have implemented a video each month about what is happening in the library. The Staff is planning for a Summer Outreach 2025 with RACC. Throughout the year, several events are being planned to recognize the 50th Anniversary of RCL.

Committee Reports:

- a. Budget and Finance: Justin Reynolds, Chair: Kristine Parsons, Trustee. Discuss possible millage rates how and where and what to expand.
- b. Personnel: Deb Chassee, Chair: Lori Beard, Trustee: The committee did not meet.
- c. Technology and Facilities: Kristine Parsons, Chair: Justin Reynolds, Trustee, Lori Beard, Trustee: The conversation continued about an upcoming possible millage. The Director and staff will create a document for refreshing the library geared towards what our patrons want. Snow plowing needs to be better.
- d. Policy: Chris Cupper, Chair, Dane Richards, Trustee, Monica Bordner, Trustee: The committee did not meet.
- e. Strategic Planning: Deb Chassee, Chair: Monica Bordner, Trustee, Dane Richards, Trustee Ideas were generated on what to call the steering committee.

Old Business:

- Annual Financial Audit completed December 2, 2024.
- EMC Payroll Audit completed December 6, 2024.

New Business:

- At next month's Board Meeting, amend employee benefits and personnel manual to reflect ESTA law (effective February 21, 2025).

Action Item Review: Trustee Reynolds reviewed action items for this meeting.

Adjournment: There being no further business before the Board, the meeting was adjourned at 7:08 PM. The next meeting is scheduled for February 19, 2025 at 6:00 PM.

Respectfully submitted,

Monica Bordner, President

Chris Cupper, Secretary

Approved: February 19, 2025