

# **Richland Community Library Board Minutes**

## **January 17, 2024**

**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 6:22 PM.

**Approval of /Amendment of Agenda:** A motion was made to approve the agenda (Bordner/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 2023 Board Minutes:** A motion was made to approve the November minutes (Bordner/Parsons). The motion was approved.

**Review of Financial Reports:** Trustee Reynolds presented the financial reports for review by the Board. To date all expenditures are in line with the budget. A motion was made to accept the reports (Parsons/Cupper). The reports were accepted.

**Friends of the Library Report:** FOL has now established various levels of membership. PayPal is now available to use for FOL functions.

**Director's Report:** The Director reported to the Board recent happenings at RCL. Among the interests of note are an increase in digital services, an increase in book club attendance as well as Art Club on GLCS 1/2 days. Staff members are visiting other local public libraries.

### **Committee Reports:**

- a. Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: It was realized not all employees contribute to the MERS retirement program (pension). This will result in a budget adjustment.
- b. Personnel: Deb Chassee, Chair; Lori Beard, Trustee: The budget will be altered to accommodate a pay increase for a long time staff member. The Personnel Manual has been updated.
- c. Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: Trustee Beard facilitated the rehangng of the brass plaque.
- d. Policy Committee: Chris Cupper, Chair; Dane Richards, Trustee, Monica Border, Trustee: See Old/New Business below.
- e. Strategic Planning: Deb Chassee, Chair; Monica Bordner, Trustee, Dane Richards, Trustee: A review of the strategic plan will take place the 3rd week in April.

**Old Business:** The following were approved at the November meeting:

- a. 30 Code of Conduct - Patron Behavior
- b. 2.81 Social Media Policy
- c. December 23 and 26 library hours

**New Business:**

- a. 5.16 Mobile Wi-Fi Hotspot Lending Policy: Change “replacement cost” to “current replacement cost from the vendor”. A motion was made to approve the amended policy (Parsons/Reynolds). The motion was approved.

**Action Item Review:** Trustee Reynolds reviewed action items from this meeting with the Board.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 7:23 PM. The next meeting is scheduled for February 21, 2024 at 6:00 PM.

**Respectfully submitted,**

**Monica Bordner, President**

**Chris Cupper, Secretary**

**Approved: February 21, 2024**