

**Richland Community Library Board Minutes**  
**October 16, 2024**

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

**Members Absent:** Dane Richards

**Others Present:** Jack Buck

**Call to Order:** President Bordner called the meeting to order at 6:04 PM.

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

**Guests / Public Comment:** None

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

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

**Review of Financial Reports:** At the end of the fiscal year our budget is right on target. The fund balance is on the higher side of the established parameters. A motion was made to accept the financial reports (Parsons/Bordner). The reports were accepted.

**Friends of the Library Report:** The FOL will fund replacing a computer in the Children's Dept.

**Director's Report:** The Director reported on various recent activities. Circulation of MeL inter-library loans has increased in the past several years: 2023-2024, 3,956 items; 2022-2023, 3,909 items; 2020-2021, 2,336 items; 2019-2020, 1,846 items. When the Library has larger adult programs which require two staff members, Desiree Mills has helped Anna (Team Trivia, Escape Room Events for example). The Director volunteered at the annual Rotary Italian Night Dinner at Gull Lake High School on October 15th. Kellogg Elementary's 2nd grade art classes are displaying artwork at the Library in October. Gull Lake Living had a feature article highlighting a student run book club for kids (3-5th grades). They meet every other month on Saturdays in the Library.

**Committee Reports:**

- a. Budget & Finance: Justin Reynolds, Chair: Kristine Parsons, Trustee: The Committee did not meet.
- b. Personnel: Debbie Chassee, Chair, Lori Beard, Trustee: The Committee did not meet.
- c. Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee The Committee did not meet.
- d. Policy: Chris Cupper, Chair, Dane Richards, Trustee, Monica Bordner, Trustee: The Committee did not meet.
- e. Strategic Planning: Debbie Chassee, Chair, Monica Bordner, Trustee, Dane Richards, Trustee: The Committee will meet next week.

**Old Business:**

- EMC Insurance renewal meeting was conducted on October 10, 2024.
- RCL Staff Evaluations were conducted the first week of October. The Director reports increased check-ins with the staff are going well.

**New Business:**

- EMC Insurance Proposal 2024-2025: The Director will sign the document and return to EMC.
- Scheduled annual audit for December 2, 2024 with Siegfried Crandall.

**Action Item Review:** Trustee Reynolds reviewed action items for the Board.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 6:27 PM. The next meeting is scheduled for November 20, 2024 at 6:00 PM.

**Respectfully submitted,**

**Monica Bordner, President**

**Chris Cupper, Secretary**

**Approved: November 20, 2024**