

## **Richland Community Library Board Minutes October 18, 2023**

**Members Present:** Lori Beard, Monica Bordner (at 6:20), 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 6:08 PM.

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

**Guest/Public Comment:** None

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

**Review and Approval of September 2023 Board Minutes:** A motion was made to approve the September minutes (Chassee/Beard). The motion was approved.

**Review of Financial Reports:** The last month of the fiscal year shows all the finances are up to date and within established parameters. A motion was made to accept the reports (Chassee/Beard). The reports were accepted.

**Friends of the Library Report:** No report

**Director's Report:** The Director reported to the Board various activities in the past month. Items of note include a substantial increase of Libby titles over the past year, participation in the Harvest Market in concert with the RACC, participation in the annual community Wassailing, and the Director and LICs participating in the annual Michigan Library Association conference.

### **Committee Reports:**

- a) Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: The water filler has been installed in the lower level. It has been brought to the attention of the Board there are two places on the west side of the building where the sidewalk has heaved.
- b) Personnel: Deb Chassee, Chair; Lori Beard, Trustee: The Committee will look at a new dress code and rewriting portions of the personnel manual.
- c) Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: The sidewalk issue mentioned above needs to be referred to the Presbyterian Church.
- d) Policy Committee: Chris Cupper, Chair; Dane Richards, Trustee, Monica Bordner, Trustee: The Committee met October 4th. Policies under review are noted below under New Business.

**Old Business:**

- Approved 2.61: Guest Presenters: A motion was made to approve this revised policy (Bordner/Parsons). The motion was approved.
- Updated Director Evaluation and timing: It was agreed the timing of the Director evaluation should be moved to the spring to align with the creation of a budget for the following fiscal year.

**New Business:**

- Michigan Municipal Insurance Coverage: This meeting is scheduled for December 5th.
- Siegfried Crandall Audit December 2023: This has not yet been scheduled. Their office will contact RCL.
- EMC Insurance Audit December 2023
- 2.20 Cell Phones and Mobile Devices: A motion was made to approve this revised policy (Chassee/Parsons). The motion was approved.
- 2.21 Employee Cell Phone Use: A motion was made to approve this revised policy (Chassee/Parsons). The motion was approved.
- 2.61 Guest Presenters: See Old Business above.
- 2.75 Staffing of the Library: A motion was made to approve this policy (Bordner/Chassee). The motion was approved.
- 2.85 Incident Report and form: A motion was made to approve this policy (Bordner/Beard). The motion was approved.

**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 7:00 PM. The next meeting is scheduled for Wednesday, November 15, 2023 at 6:00 PM.

**Respectfully submitted:**

**Monica Bordner, President**

**Chris Cupper, Secretary**

**Approved: Amended and approved Nov. 15, 2023**