

Richland Community Library Board Minutes November 15, 2023

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 6:07 PM.

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

Review of Financial Reports: There was a discussion of Libby and Hoopla expenditures, with a thought about what that means for the budget for next year. The reports were accepted by the Board.

Friends of the Library Report: The FOL reports \$100.00 for a lifetime membership has been established. They now have a PayPal account; how to donate to the FOL is being updated. The Children's Dept. is being refreshed.

Director's Report: The Director provided a monthly update of Library activities. A color coded system has been implemented to identify newer titles. Staff has taken over programming responsibility of the monthly book club from the FOL. A second Girl Scout Troop volunteered to help with the organizing scheme in the Children's Dept. An employee has enrolled in UW Information School CE online Cohort. Several Library services have shown marked increase in the last year: MelCat requests, WiFi logins and patron visitors.

Committee Reports:

- a. Budget and Finance: Justin Reynolds, Kristine Parsons, Trustee: No report
- b. Personnel: Debbie Chassee, Chair, Lori Beard Trustee: The Director realized a salary increase in recognition of completion of the MLIS graduate degree.
- c. Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: There was a discussion of how and where to hang the big brass plaque. The weight of the plaque is the primary concern.
- d. Policy: Chris Cupper, Chair. Dane Richards; Trustee, Monica Bordner, Trustee: See below under Old Business.

Old Business:

- a. Approved 2.20 Cell phone and Mobile Devices
- b. Approved 2.21 Employee Cell Phone Use
- c. Approved 2.61 Guest Presenters
- d. Approved 2.75 Staffing of the Library
- e. Approved 2.85 Incident Report and Form - 3 day filing limit

New Business:

- a. 2.30 Code of Conduct - Patron Behavior: A motion to approve was made (Bordner/Parsons). The motion was approved.
- b. 2.81 Social Media Policy: A motion to approve was made (Bordner/Parsons). The motion was approved.
- c. December 23 and 26 Library Hours: The Library will maintain regular hours on December 23 and will be closed December 26. The Library will also be closed December 30 and will resume regular hours January 2, 2024.

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 7:14 PM. The next meeting is scheduled for January 17, 2024 at 6:00 PM. Per Board policy, the Board does not meet in July or December.

Respectfully submitted,

Monica Bordner, President

Chris Cupper, Secretary

Approved: January 17, 2024