

Richland Community Library Board Minutes

February 21, 2024

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

Members Absent: Debbie Chassee

Others Present: Jack Buck

Call to Order: President Bordner called the meeting to order at 6:02 PM.

Approval of /Amendment of Agenda: A motion was made to amend the Agenda to add under New Business the approval of several financial policies. A motion was made to approve the amended agenda (Bordner/Parsons). The agenda was approved.

Guest/Public Comment: Tom Berg, FOL

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

Review and Approval of January 2024 Board Minutes: A motion was made to approve the January 2024 Board Minutes (Bordner/Richards). The motion was approved.

Review of Financial Reports: At this point in the fiscal year salaries and other budgetary items are all in line. A motion was made to accept the financial reports (Parsons/Bordner). The reports were accepted.

Friends of the Library Report: Tom Berg, representing the FOL, advised the Board on how PayPal is working and the various uses it will have for the Library and FOL.

Director's Report: The Director advised the Board of current activities in the Library. The Library is now offering curbside pick-up services. Programs which are seeing an increase in attendance include the Teens and Children's departments, and Wednesday Wigglers. A Gull Lake Rotary representative recently met with the staff to plan the 2024 MMA Spring Series. An upcoming KBS story time is scheduled for March 1, 2024. Library statistics and PayPal access can now be found on the RCL website.

Committee Reports:

- a) Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: The committee met and addressed MERS as was outlined last month.
- b) Personnel: Deb Chassee, Chair; Lori Beard, Trustee: The committee did not meet; they will meet next month.
- c) Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: The committee addressed the replacement of a dated server.
- d) Policy Committee: Chris Cupper, Chair; Dane Richards, Trustee, Monica Bordner, Trustee: The committee will meet in person next month.

e) Strategic Planning: Deb Chassee, Chair; Monica Bordner, Trustee, Dane Richards, Trustee: The committee will meet in person in April.

Old Business:

- 5.16 Mobile Wi-Fi Hotspot Lending Policy This was approved last month.

New Business:

Amend budget at the March 20, 2024, Board Meeting Will do next month.

- 1.10 Library's Mission & Vision
- 2.15 Patron Complaints
- 2.40 Use of the Library
- 2.65 Telephone Use
- 6.10 Investment Policy
- 6.12 Fund Balance
- 6.15 Library Purchasing
- 6.20 Library Credit Card
- 6.25 Bids
- 6.30 Disposition of Tangible Property

All policies were approved (Bordner/Beard). Draft versions have been deleted from our files.

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 7:12 PM. The next scheduled meeting is Wednesday, March 20, 2024 at 6:00 PM.

Respectfully submitted,

Monica Bordner, President

Chris Cupper, Secretary

Approved: March 20, 2024

