

Richland Community Library Board Minutes

March 19, 2025

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

Members Absent: Monica Bordner, Debbie Chassee

Others Present: Jack Buck

Call to Order: Trustee Richards called the meeting to order at 6:03 PM.

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

Guest/Public Comment: None

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

Review and Approval of February 2025 Board Minutes: Owing to the loss of the February Board minutes, the Board re-constructed key take-aways from memory. The general consensus will be incorporated into a single document and presented for approval at the April Board meeting.

Review of Financial Reports: With five months into the fiscal year, income and expenditures are on par. A motion was made to accept the reports (Parsons/Beard). The reports were accepted.

Friends of the Library Report: The annual book sale is scheduled for the end of May. Purchases can be made via PayPal or cash at the register.

Director's Report: The following items are of note. Advia Credit Union has contacted us offering financial literacy programs. We received a \$500 grant from the local Rotary Club for the 2024-2025 MMA series. Patron comment cards are reviewed weekly to make sure we are keeping up to date on patron wants and needs, but also what we should keep on doing! We are purchasing materials recommended by library patrons. Our regional library co-op (SMLC) is voting whether to join the statewide Michigan Reciprocal Lending program for Overdrive/Libby. This would increase patron Overdrive/Libby digital collection access from the current amount of about 25,000 to over 100,000. In the Children's Dept. a welcoming library environment where parents and caregivers are comfortable bringing their children into this space. RCL has partnered with Volunteer Income Tax Assistance (VITA) to provide no-cost income tax preparation assistance, Volunteers are IRS trained and certified. ALA has awarded RCL a \$10,000 grant for the Libraries Transforming Communities Grant. Events are being planned throughout the year in celebration of the 50th anniversary of RCL.

Committee Reports:

- a. Budget and 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, Dane Richards, Trustee The Committee did not meet.

Old Business:

- Amend 6.20 Credit Card Policy
- Amend Personnel Manual to reflect Earned Sick Time Act changes effective Feb. 21, 2025

New Business:

- IMLS update: Loss of funding will affect MelCat in a negative way. How will this be underwritten?
- Discuss personnel policy of maternity leave; should it include paternity leave/adoption leave?
- Director to present a draft version of informational brochure and website FAQ at April Board Meeting

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 6:42 PM. The next meeting is scheduled for April 16, 2025 at 6:00 PM.

Respectfully submitted,

Dane Richards, Trustee

Chris Cupper, Secretary

Approved: April 16, 2025