

Richland Community Library Board Minutes

March 20, 2024

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

Members Absent: Monica Bordner

Others Present: Jack Buck

Call to order: Vice President Parsons called the meeting to order at 6:03 PM.

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

Guest/Public Comment: Erica Schiller (teen staff member)

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

Review and Approval of February 2024 Board Minutes: A motion was made to approve the minutes as presented (Richards/Chassee). The motion was approved.

Review of Financial Reports: With five months into the current fiscal year all areas are still within budget; 2 new part time staff people have ben hired. Donations to RCL will be noted in the fiscal reports. A motion was made to accept the reports (Chassee/Cupper). The reports were accepted.

Friends of the Library Report: None

Director's Report: The Director reported several library activities to the Board. Video games have been added to the media collection. Carrie Dunn, Children's Librarian provided an information booth at the March literacy night at Richland Elementary; she also attended the Library of Michigan's Spring Institute seminar. The Library has scheduled 8 events during the summer of 2024 at the local RACC farmer's market. The Kalamazoo Foundation will cover the cost of the backup server with a spendable grant. Several library activities are planned for National Library Week the first week of April.

Committee Reports:

- a) Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: Expenditures this fiscal year are on par so far.
- b) Personnel: Deb Chassee, Chair; Lori Beard, Trustee : The hiring of new staff members was discussed in addition to staff members being included in the interview process.
- c) Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: The Committee did not meet.
- d) Policy Committee: Chris Cupper, Chair: Dane Richards, Trustee, Monica Bordner, Trustee: The Committee did not meet.
- e) Strategic Planning: Deb Chassee, Chair; Monica Bordner, Trustee, Dane Richards,

Trustee: The topic of conversation included reorganizing/reconfiguring interior spaces in the library.

Old Business:

- 1.1 Library's Mission & Vision
- 2.15 Patron Complaints
- 2.40 Use of the Library
- 2.65 Telephone Use

The above policies were approved at the last meeting.

New Business:

- Amend budget for Digital Media and Employee Benefits budget amended owing to increases in MERS and HSA accounts.
- Amend 5.10 Circulation Policy to add video game circulation.
- 2.11 Library Programming Policy (new) The policy was accepted as written.
- 2.96 Notary Services (new) The policy was accepted as written.
- Diversity Statement (new) Place on "About" tab in website. A motion was made to approve this statement (Chassee/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 6:52 PM. The next meeting is scheduled for April 17, 2024 at 6:00 PM.

Respectfully submitted,

Kristine Parsons, Vice-President

Chris Cupper, Secretary

Approved: April 17, 2024