

## **Richland Community Library Board Minutes March 21, 2018**

**Members Present:** Chris Cupper, Tim Czerney, Anne Howley-O'Brien, Doug Jonas, Raenell Kent, Liz Walbridge

**Members Absent:** Tom Krawczyk

**Others Present:** Larry Williams

**Call to Order:** Vice President Walbridge called the meeting to order at 6:06 PM.

**Approval/Amendment of Agenda:** A motion was made to approve the agenda as presented. (Czerney/Kent) The motion was approved

**Guests/Public Comment:** Stevie Brinkerhoff (left at 6:58 PM), Anna Merritt

**Action Item Capture:** Mr. Czerney will capture action items for this meeting.

**Review and Approval of February 21, 2018 and March 10, 2018 meeting minutes:** A motion was made to approve the February 21st minutes as amended. (Jonas/Czerney) The motion was approved. A motion was made to approve the March 10th minutes as presented. (Jonas/Kent) The motion was approved.

**Review of the Financial Reports:** Mr. Jonas provided background information on the current financial reports and the fund balance. A motion was made to accept the financial reports. (Kent/Czerney) The motion was accepted.

**Friends of the Library Report:** Ms. Brinkerhoff expressed appreciation of the hiring of Larry Williams and Anna Merritt. Jack Lessenberry will close out the last program of the Michigan Authors series for this year on May 8th. The program will be held at the Presbyterian Church. Ms. Brinkerhoff would also like to see public acknowledgement of groups/individuals that support the library with monetary donations.

### **Library Director's Report:**

- a. Bookkeeper Update: Mr. Williams is keeping up to date on the finances and best practices with the new staff. Dan Carl has accepted the position of Bookkeeper effective April 1st. We will extend an invitation to him to attend the April Board meeting.
- b. Transition Update: The website will be updated as well as updating the library credit card.

### **Committee Reports:**

- a. Budget and Finance, Doug Jonas, Chair: Mr. Williams has responded to a State of Michigan inquiry regarding our financial audit. Signature cards have been updated at Advia and 5/3.
- b. Personnel: Tom Krawczyk, Chair: Interviews for the RCL Director are being scheduled.

- c. Technology & Facilities, Liz Walbridge, Chair: It has been suggested someone walk around the exterior of the building to see if anything needs attention.
- d. Policy Committee, Chris Cupper, Chair: The Committee will meet before May 31st to look at policy 6.20 regarding the credit card limit and to do a general review of existing policies.

**Old Business:**

- a. Director transition: Mr. Williams reported his transition into the Interim Director position is going well.

**New Business:**

- a. New credit card option: Advia needs a letter indicating who is authorized to use the credit card. A motion was made to remove Dennis Kreps and Karen Goebel from the RCL credit card and authorize Larry Williams use of the library credit card for library purchases. (Czerney/Kent) The motion was approved. A letter has been drafted to Advia and 5/3 by Mr. Krawczyk (Board President) relative to credit authorization for Mr. Williams and to approve issuance of a credit card for goods and services in accordance with credit card policy 6.20 for the official business of the library. This letter will be submitted to Advia and 5/3 with the approved minutes of the March 21, 2018 Board meeting. A motion was made to approve these documents. (Kent/Howley-O'Brien) The motion was approved. Mr. Williams has suggested the credit card limit be increased to \$3,000.00.
- b. Director Search: Interviews are being scheduled. A motion was made to interview candidate #8. (Czerney/Howley-O'Brien) The motion was approved. Interview questions will be sent to the Board prior to the interviews. Mrs. Cupper will recuse herself from the interviews.
- c. Rural libraries conference and new printer: Anna Merritt will attend the rural libraries conference in Traverse City, MI April 30-May 2. Discussion of a new printer will be tabled until the April meeting.

**Action Item Review:** Mr. Czerney reviewed action items for this meeting.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:17 PM. (Kent/Cupper) The next regularly scheduled meeting is April 18, 2018 at 6:00 PM.

**Respectfully submitted,**

**Liz Walbridge, Vice President**

**Chris Cupper, Secretary**

**Approved: March 24, 2018**