

## **Richland Community Library Board Minutes**

### **April 16, 2025**

**Members Present:** Lori Beard, Monica Bordner, Debbie Chassee, Chris Cupper, Justin Reynolds  
Dane Richards

**Members Absent:** Kristine Parsons

**Others Present:** Jack Buck

**Call to Order:** President Bordner called the meeting to order at 6:01 PM.

**Approval of / Amendment of Agenda:** A motion was made to approve the agenda (Chassee/Bordner). 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 and March 2025 Board Minutes:** A motion was made to approve the February 2025 minutes (Chassee/Beard). The motion was approved. A motion was made to approve the March 2025 minutes (Beard/Chassee). The motion was approved.

**Review of Financial Reports:** Financial reports are all on target for this time of the fiscal year. A motion was made to accept the reports (Bordner/Chassee). The reports were accepted.

**Friends of the Library Report:** No report.

**Director's Report:** The Director summarized recent Library activities. This document can be found on the Library website.

#### **Committee Reports:**

- a. Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: A question was raised regarding if grant monies can be applied to additional staffing hours.
- b. Personnel: Debbie Chassee, Chair, Lori Beard, Trustee: Several personnel matters were discussed.
- c. Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: The Committee discussed a leak in the Library ceiling. Restoration services will be coming out for an inspection and to make recommendations. Rotary has offered to refresh Library plantings this spring. It has been suggested the Library purchase a digital display with touch screen capabilities to facilitate OPAC searching by patrons.
- d. Policy: 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 Committee did not meet.

**Old Business:** None

**New Business:**

- The Director will share a draft version of an informational brochure. An FAQ draft version millage information sheet was also handed out and discussed by the Board.
- Board Agenda Format Changes Several changes to the monthly agenda were proposed and approved by the Board.

**Action Item Review:** Trustee Reynolds reviewed action items with the Board.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 7:07 PM. The next meeting is scheduled for May 21, 2025 at 6:00 PM.

**Respectfully submitted,**

**Monica Bordner, President**

**Chris Cupper, Secretary**

**Approved: May 21, 2025**