

Richland Community Library Board Minutes August 18, 2021

Members Present: Deb Chassee, Chris Cupper, Chad Farrer, Debbie Grohs, Jessie Potter, Darren Sabuda, Kim Saunders

Members Absent: None

Others Present: Karen McConnell

Call to Order: President Grohs called the meeting to order at 6:10 PM.

Approval of/Amendment of Agenda: A motion was made to accept the agenda as presented (Grohs/Saunders). The motion was approved.

Guests/Public Comment: Anna Merritt, Assistant Director; Dan Carl, Bookkeeper

Action Item Capture: Ms. Potter will capture action items for this meeting.

Review and Approval of June 2021 Board Minutes: A motion was made to approve the minutes as amended (Potter/Chassee). The motion was approved.

Review of Financial Reports: To date, and for the months of June and July, we are under budget. The reports were accepted by the Board.

Friends of the Library Report: No report.

Director's Report: The Director provided Board members with a summary of activities for July. The Strategic Plan process is in place; members include board members, staff members and a community member. A planning session is scheduled for September 22, 2021. The Director continues collaborating with the schools promoting library services to young people.

Committee Reports:

- a. Budget & Finance: Chad Farrer, Chair: The Committee met. Topics discussed were the Fund Balance Policy and the FY 2021-2022 budget.
- b. Personnel: Debbie Grohs, Chair: The Committee met. They are close to finishing their work on the personnel manual and will reconcile that with the policy manual.
- c. Technology & Facilities: Darren Sabuda, Chair: The committee met. Plantings have been installed on the lower patio and are growing.
- d. Policy: Chris Cupper, Chair: The Committee did not meet.

Old Business: Standerfer Consulting has been retained to provide services to the Library. Meetings have been scheduled via Zoom and in person.

New Business:

- a. Director Evaluation: Based on the recent annual review, a motion was made to increase the salary of the Director (Grohs/Chassee). The motion was approved.

Action Item Review: Ms. Potter reviewed action items for this meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 7:27 PM. The next meeting is scheduled for September 22, 2021 at 6:00 PM.

Respectfully submitted,

Debbie Grohs, President

Chris Cupper, Secretary

Approved: September 22, 2021