

**Richland Community Library  
Public Hearing for FY 2024/2025 Budget  
August 21, 2024**

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

**Members Absent:** None

**Others Present:** Jack Buck

**Call to Order:** President Bordner called the meeting to order at 6:02 PM.

**Guests / Public Comments:** None

**Presentation of the 2024/2025 FY Budget:** The budget was presented to the Board. There was no public comment made. A motion was made to adopt the budget (Parsons/Chassee). The motion was approved unanimously.

**Adjournment:** There being no further business at this Public Hearing, the meeting was adjourned at 6:12 PM.

**Respectfully submitted:**

**Monica Bordner, President**

**Chris Cupper, Secretary**

**Approved: September 18, 2024**

**Richland Community Library Board Minutes  
August 21, 2024**

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

**Members Absent:** None

**Others Present:** Jack Buck

**Call to Order:** President Bordner called the meeting to order at 6:12 PM.

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

**Guests / Public Comment:** None

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

**Review and Approval of June 2024 Board Minutes:** A motion was made to approve the minutes as amended (Bordner/Chassee). The motion was approved.

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

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

**Director's Report:** The Director reported on recent activities at the Library. The Library realized a new all-time record in July of 8,385 items checked out. Home Again (child care) visited the Library on August 15th with 22 attendees. Patron comments about the Library included a need to refresh and update the Library; increase hours of operation, self check-out and study/meeting rooms among other things. Desiree Mills has been nominated for the Michigan Library Association's Library Support Staff of the Year Award for 2024. The Director has been awarded a \$300.00 grant to attend the Director Workshop September 4th and 5th in Lansing.

**Committee Reports:**

- a. Budget and Finance: Justin Reynolds, Chair: Kristine Parsons, Trustee: The committee met to discuss the patio which is in need of refreshing.
- b. Personnel: Deb Chassee, Chair: Lori Beard, Trustee: The Committee met to address the Director's review and salary.
- c. Technology and Facilities: Kristine Parsons, Chair: Justin Reynolds, Trustee, Lori Beard, Trustee: See Budget and Finance.
- d. Policy: Chris Cupper, Chair: Dane Richards, Trustee, Monica Bordner, Trustee: The Committee met to review the photo/video policy.
- e. Strategic Planning: Debbie Chassee, Chair: Monica Bordner, Trustee, Dane Richards, Trustee: The Committee did not meet; they will meet in September.

**Old Business:**

- Director's Review: See New Business.

- Review Proposed Draft Budget Public Hearing at August Board Meeting to Adopt 2024/2025 FY Budget: The draft budget was reviewed by the Board.
- Public Hearing at August Board Meeting to Adopt 2024/2025 FY Budget: The budget was presented to the Board. The budget was approved by the Board unanimously.

**New Business:**

- Review of Bank Signatures: Bank signatures at Advia Credit Union were updated.
- Tax Exempt Certification: Signatures were collected for this document.
- Director Evaluation: The evaluation of the Director was conducted.
- Amend 23/24 Budget Expenses to Reflect Increase From Grant Fund Proceeds: Amend 23/24 Budget Expenses to reflect increase from Kalamazoo Foundation Grant Fund proceeds: Grant funds were used for the purchase of a new printer, starting a video game collection, replacing backup IT server. In addition, the employee benefits was adjusted to reflect MERS contributions.

**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 6:59 PM. The next meeting is scheduled for September 18, 2024 at 6:00 PM.

**Respectfully submitted,**

**Monica Bordner, President**

**Chris Cupper, Secretary**

**Approved: September 18, 2024**