

Richland Community Library Board Minutes

September 18, 2024

Members Present: Lori Beard, Deb 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 6:06 PM.

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

Guest/Public Comment: None

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

Review and Approval of August 2024 Board Minutes: A motion was made to approve the minutes from the previous meeting (Chassee/Reynolds). The motion was approved.

Review of Financial Reports: With one month left in the fiscal year, we have more income than expected. A motion was made to accept the financial reports (Chassee/Cupper). The financial reports were accepted.

Friends of the Library Report: A meeting of FOL is scheduled for Tuesday, September 24th.

Director's Report: The Director reported on recent activities in the Library. Two employees have been trained in processing MeLCat requests. This is due to an increase in ILL borrowing. An ALA grant has allowed the Library to create a large print collection for teens. A portion of the Joan Split Fund has been used to refresh the board book collection in the Children's Dept. An ALA grant has also funded the purchase of a wireless mic and headset mic to enhance programming in the Library. The Library of Michigan has awarded a Citation of Excellence to RCL. Presentation of a trophy and a cash award will be presented at the MLA 2024 Conference.

Committee Reports:

- a) Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: The Committee met to address a proposed increase in the credit card limit to \$7500.00 and the replacement of aging AC units
- b) Personnel: Deb Chassee, Chair; Lori Beard, Trustee The Committee did not meet.
- c) Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee. Trustee Richards coordinated a work crew to do some maintenance on the Library landscaping.
- d) Policy Committee: Chris Cupper, Chair; Dane Richards, Trustee, Monica Bordner, Trustee The Committee met on September 11. New policies regarding photography and the credit card limit were discussed.

e) Strategic Planning: Deb Chassee, Chair; Monica Bordner, Trustee, Dane Richards, Trustee
The Committee discussed the possibility of a millage.

Old Business:

- Review of bank signatories
- Tax Exempt Certification
- Amend 23-24 Budget expenses to reflect increase from grant fund proceeds

New Business:

- Amend 2.50 Photograph and History Collection
- Adopt 2.55 Photograph and Video Policy
- Amend 5.10 Circulation Policy
- Amend 6.20 Library Credit Card Policy Increase the credit card limit to \$7500.

A motion was made to approve the above policies (Chassee/Beard). The motion was approved.

Action Item Review: Trustee Reynolds reviewed action items from this meeting.

Adjournment: There being no further business before the Board, the meeting was adjourned at 6:56 PM. The next Board meeting is scheduled for October 16, 2024 at 6:00 PM.

Respectfully submitted,

Kristine Parsons, Vice President

Chris Cupper, Secretary

Approved: As amended October 16, 2024