

Richland Community Library Board Minutes November 20, 2024

Members Present: Lori Beard, Debbie Chassee, Kristine Parsons, Justin Reynolds, Dane Richards

Members Absent: Chris Cupper, Monica Bordner

Others Present: Jack Buck

Call to Order: Trustee Parsons called the meeting to order at 6:04 pm

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

Guest / Public Comment: Guest, John Spencer, District Manager for State Representative Matt Hall, introduced himself and offered assistance with additional resources to RCL and a wish to be more present in the community.

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

Review and Approval of October 2024 Board Minutes: A motion was made to approve the minutes (Chasse/Reynolds).

Review of Financial Reports: First month of the fiscal year. A few lines are showing skewed numbers. November is a triple pay period, and there is an upfront payment for Hoopla. We are still OK and on track with the budget. A motion was made to accept the financial reports (Reynolds/Chassee). The reports were accepted.

Friends of the Library Report: The FOL are having their next meeting 12/2 at the W.K Kellogg manor home. They will be electing offices as well as voting to amend their By Laws to enable them to vote via email. It is the hope this will increase their membership to those that are interested but are unable to make the meetings.

Director's Report: The Director reported on various recent activities as well as those upcoming at RCL. He is seeing an increase in interest in many of the RCL events particularly those for the Teens and Children. The Adult book club is now being led by different members of the RCL staff and that is being well received. RCL will be celebrating their award of the Citation of Excellence by the Library of Michigan for State Excellence Award on 12/3 to share their accomplishment with the community. RCL will continue to be a participant in Wassailing on 12/5 and give RCL ornaments to each family who attends. The Director will host an end of the year staff celebration on 12/13. The Director was asked to be the Co-op board President of SMLC which he accepted.

Committee Reports:

- a. Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: met and discussed payroll and digital media line item irregularity. A \$4000 grant is expected from the Kalamazoo Foundation.
- b. Personnel: Debbie Chassee, Chair, Lori Beard, Trustee: did not meet.
- c. Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: met and discussed sharing snow removal costs for the back parking lot with the First Presbyterian Church of Richland. It was agreed RCL would pay 20% of the costs. The Director is also going to inquire about having the RCL sidewalks and stairs shoveled to the agreement.
- d. Policy: Chris Cupper, Chair, Dane Richards, Trustee, Monica Bordner, Trustee: The Committee did not meet.
- e. Strategic Planning: Debbie Chassee, Chair, Monica Bordner, Trustee, Dane Richards, Trustee : met and discussed forming an information committee and a Yes committee for potential millage bid in 2025.

Old Business:

- Signed and faxed over EMC insurance agreement

New Business:

- EMC Payroll Audit - December 6, 2024
- Annual Financial Audit - December 2, 2024 with Siegfried Crandall

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

Adjournment: There being no further business before the Board, the meeting was adjourned at 6:43pm.

Per Board policy, there is no meeting in July and December.

The next meeting is scheduled for January 15, 2025 at 6:00 PM.

Respectfully submitted,

Kristine Parsons, Vice President

Lori Beard, Acting Secretary

Approved: January 15, 2025