

**Richland Community Library Board Minutes
January 16, 2013**

Members present: Cindy Berg, Stevie Brinkerhoff, Chris Cupper, Judy Hobson, Doug Jonas, Raenell Kent, Larry Williams

Members absent: None

Others present: Kay LaPierre

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

Public comment: None

Guests: Pat Crane, representing the Friends of the Library

Review minutes of November 15, 2012 and December 19, 2012: Minutes from the November and December meetings were presented for review. A motion was made to accept the November minutes as presented. (Jonas/Brinkerhoff) The motion was approved. A motion was made to accept the December minutes as presented. (Hobson/Kent) The motion was approved.

Friends of the Library Report: Pat Crane reports FOL is in good financial standing. A potential outgoing/incoming reception is being planned for Kay LaPierre and Dennis Kreps with a possible date of Saturday, February 16, 2013 from 10:00 AM - 12:00 PM.

Financial report: The statement of revenues and expenses for the three months ending December 31, 2012 was presented as well as distribution expenses for the month ending December 31, 2012. A motion was made to approve the financial report as presented. (Kent/Jonas) The motion was approved.

Committee reports: Personnel Committee:

The personnel committee met to review the new personnel manual. They tentatively plan to meet before the February board meeting, to review with outgoing and incoming directors.

This committee has proposed the following with regard to the new Director: two (2) weeks vacation plus eight (8) personal days for 2013, waiving one year continuous service ; three (3) weeks annual vacation next year beginning January 1, 2014, waiving one year continuous service. A motion was made to approve this proposal. (Williams/ Jonas) The motion was approved. The Personnel committee will also need to address revising the current performance evaluation tool for the Director.

Old business: NONE

New business:

a. **2013 Special & Regular Closings:**

March 30	Easter weekend
May 25	Memorial Day weekend
July 4	Independence Day
July 20	Art Fair weekend
August 31	Labor Day weekend
Nov. 28	Thanksgiving
December 24	Christmas Eve
December 25	Christmas
December 31	New Year's Eve
January 1	New Year's Day

A motion was made to approve the closings for 2013 (Williams/Kent) The motion was approved.

b. **Director Transition Planning:** Training, Reception, Start date February 18, Insurance, Background:

A motion was made to sell the out-going Director the old laptop computer for \$1.00. (Jonas/Williams) The motion was approved.

Prior to the new Director's first performance review, there is a need for the performance evaluation tool to be revised.

The Director submitted a suggested plan for the transition to a new Director. This plan would allow both Directors to work together for a smooth transition.

A reception is planned for Saturday, February 16th from 10:00 AM to 12:00 PM to honor our current Director and introduce our new Director to the community.

A tentative start date for the new Director is Monday, February 18. Kay LaPierre will become Director Emeritus on Feb. 18th and will work as such on Mondays and from home receiving current salary through March 30th.

It was agreed that if necessary RCL would cover the insurance premium for a month in order that there is no lapse in coverage for the new Director.

Ms. Brinkerhoff indicates we will move forward with the background check for the new Director.

c. Other New Business: None

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 7:55 PM. (Jonas/Cupper). The motion was approved. The next meeting is scheduled for February 20, 2013 at 6:00 PM.

Respectfully submitted,

Chris Cupper, Secretary

Larry Williams, President