

Richland Community Library Board Minutes October 16, 2013

Members Present: Cindy Berg, Stevie Brinkerhoff, Chris Cupper, Doug Jonas, Raenell Kent, Larry Williams

Members Absent: Michael Dunn

Others Present: Dennis Kreps

Call to Order: President Williams called the meeting to order at 6:07 PM.

Public Comment/Guests: None

Review Minutes of September 18, 2013: Minutes from the previous meeting were presented for approval. A motion was made to approve the minutes as presented. (Jonas/Berg) The motion was approved.

- a. Review Minutes of Special Meeting December 8, 2012: A motion was made to approve the minutes of the special meeting. (Cupper/Berg) The motion was approved.

Friends of the Library Report: None.

Financial Report – Year End: The statement of revenues and expenses was presented for the twelve months ending September 31, 2013. A motion was made to approve the financial report as presented. (Berg/Jonas) The motion was approved.

Director's Report: Talks are continuing with other area libraries regarding reciprocal borrowing agreements when MichiCard expires at the end of this year. Bids have been requested on building and grounds maintenance, including the potholes in the back parking lot. A meeting has been scheduled with the graphic designers to discuss input received from the Board and staff relative to the design of a new logo. The Director attended the New Library Directors Workshop, the Richland Areas Community Visioning Group meeting, a meeting of the Southwest Michigan Library Cooperative Council, and met with Jilisa Williams of the Richland Area Community Center regarding future collaborative projects. A recent visit from local firefighters was coordinated by Mrs. Jasiak. A recent couponing workshop was coordinated by Ms. Parker-Carter. The well attended book discussion group which she also coordinates continues. Annual staff reviews have been accomplished; a salary schedule has been submitted to Mrs. Drouin for the 2013-2014 fiscal year. The Director met with Geoff Lansky our insurance agent, relative to our liability and property insurance coverage for the coming year.

Committee Reports: Policy Committee met recently to consider changes to the personnel manual, art policy and credit card issuance. The Board will table approval of these changes until the next meeting.

Old Business:

- a. Action Items Review: Items on last month's list have been accomplished.
- b. Open Meetings: A statement of the open meetings act now appears on our web site.
- c. Board/Staff/Volunteer appreciation: The annual dinner is scheduled for Nov. 4th at the newly renovated Richland Community Hall from 5:30-7:00 PM. Catering will be provided by EMA.
- d. Facilities update: Service providers have been contacted in the areas of their expertise. Owing to the coming winter months, some projects will be accomplished in the spring.
- e. MichiCard Update: Talks are continuing with area libraries looking for areas of common agreement.
- f. Logo Update : A meeting is scheduled with the graphic designers for next week.
- g. Staff Milestones: Mrs. Hoyt (20 yrs.), Ms. Timmer (20 years), Mrs. Goebel (30 yrs.)
- h. Finance Workshop: Questions that could be addressed include "Bond Funding", RCL Bond History, Financial Statements, Audit Process, Millage (History, Hedlee), what are the Board expectations, what does the Board want to know behind the scenes? Also to be considered is an upcoming bond issue and the projections for a future library millage.
- i. Committee Meetings: The Personnel Committee will meet soon.

New Business:

- j. Director Feedback and Staff Reviews: A 6 month feedback review for the Director was accomplished with the Director receiving a hard copy. Annual staff reviews have also been accomplished.
- k. 2013-14 Officers and Committees: Officers for the coming year were presented with the appropriate motions to approve: President: Larry Williams (Cupper/Jonas); Vice-President: Cindy Berg (Williams/Brinkerhoff); Secretary: Chris Cupper (Williams/Brinkerhoff); Treasurer: Doug Jonas (Kent/Williams). All motions were approved.
- l. Other New Business: None.
- m. Credit Card: As of October 16, 2013, The Richland Community Library authorizes First Community Federal to issue 2 credit cards under the current VISA account ending in0879. The Richland Community Library Board authorizes credit cards to be issued for the use of the new Director, Dennis Kreps and Assistant Director, Karen Goebel. These are the only authorized users of these credit cards. The credit limit for Dennis Kreps will be \$1500.00. The credit limit for Karen Goebel will be \$1500.00. Cards shall be sent to the 8951 Park Dr. address. Please update your records stating that Kay LaPierre is no longer a signature on any account. The current signors are Lawrence Williams, Board President, Doug Jonas, Board Treasurer and Marsha Drouin, Bookkeeper. A motion was made to authorize issuance of this credit card. (Williams/Berg) The motion was approved.

Action Item Review: Action items include generating a spreadsheet of financials; move toward a resolution on reciprocal borrowing agreements with area libraries; set time/date for financial meeting with Mrs. Drouin.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:12 PM. (Cupper/Jonas) The motion was approved. The next meeting is scheduled for November 20, 2013 at 6:00 PM.

Respectfully submitted,

Chris Cupper, Secretary

Larry Williams, President