

Richland Community Library Board Minutes
April 16, 2014

—Rough Draft3—

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 6:10 PM.

Public comment: None

Action Item Capture: Cindy Berg will capture action items for this meeting.

Guests: Dianne Woods, President FOL

Review Minutes of March 19, 2014: Minutes from the previous meeting were presented. A motion was made to approve the minutes as presented. (Brinkerhoff/Kent) The motion was approved.

Friends of the Library Report: Mrs. Woods summarized the history of RCL in its various forms as well as the history of the building.

Financial Report: The statement of revenues and expenses for the six months ending March 31, 2014 was presented. A motion was made to approve the financial report as presented. (Berg/Jonas) The motion was approved.

Director's Report: Mrs. Parker-Carter continues the book discussion program. Guitar Jam Club continues as well. A cheese making program will be featured April 17th and a Michigan Authors panel on April 23rd. Teen/YA programs are now being promoted at Gull Lake High School and Middle School through daily announcements. Plans are being formulated to create a Teen Advisory Board. A movie night was held March 18th to view *Frozen* with 40 participants. The next movie night is scheduled for April 22nd; *The Lorax* will be featured. Mrs. Jasiak continues with her children's programming. A babysitting class was held over spring break with 12 participants. The Library is currently hosting an exhibition of photographs from Susan Schoenleber, a local artist. A reception for the artist will be held April 29th. Plans are underway for celebrating the 40th anniversary of RCL. Joan Split will be honored as the Grand Marshall of the 4th of July Parade. Board members will also participate in the parade. The FOL will sponsor a lemonade stand during the parade. An outdoor banner commemorating the anniversary is being designed to be used at

various events over the next several months. A celebratory reception is being planned for the fall; the exact date is yet to be determined. The Director is organizing a planning group to develop a Richland Area Gallery Hop; it will likely be scheduled to piggy-back on the Arts and Eats Tour, scheduled for October. Marsha Drouin has submitted her resignation as RCL bookkeeper. The Director, with Board guidance, is actively engaged in securing her replacement. The Director met with the LICs and the programming work groups.

Committee Reports:

- a. Budget Planning for 2014/15: Preliminary plans are being formulated for next year's budget.
- b. Meeting date of Budget Committee: A meeting has been scheduled for May 10th at 9AM to discuss the preliminary budget.
- c. Personnel: This Committee met to look over the Personnel Manual; it was agreed the attorney should also review this document in its final form.
- d. Facilities: Reliable Glass has submitted a bid for replacing exterior doors. They will also make a site visit to measure for size and framing requirements. The side entrance door definitely needs to be replaced; the front entrance door may be replaced as well. Newman Construction has been consulted regarding the stairs off the lower patio. They will make a site visit to assess the existing condition and make recommendations. Railings near the front entrance need to be scraped and painted; a bid will need to be secured for that work. All work should be completed by the fall anniversary celebration.
- e. Communications: A new banner has been specced out with final colors to be determined. Work on the new logo continues; it was suggested unveiling of the new logo could take place at the fall anniversary celebration. A draft of a survey regarding extended hours of service was discussed. This survey will be presented to our patrons via print copies in the library and on surveymonkey. An anniversary bookmark is being developed; Mrs. Jasiak and Ms. Glas are also planning and developing additional celebratory programs.

Old Business:

- a. Action Items: Items from the last meeting were reviewed; all items were accomplished.

New Business:

- a. Bookkeeper Position: Marsha Drouin announced her decision to resign after 17 years of service to the Library. She will continue through the end of April while a new bookkeeper is sought. She graciously offered to assist with the transition and training of the new bookkeeper. The Board expressed their sincere regret for her departure and their appreciation for her many years of service to the Library. She has worked diligently with the Board to raise our financial awareness and acumen.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 7:53 PM. (Jonas/Kent) The motion was approved. The next meeting is scheduled for May 21, 2014 at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Chris Cupper, Secretary

Approved: