

# Richland Community Library Board Minutes

## May 20, 2015

**Members Present:** Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Doug Jonas, Liz Walbridge, Larry Williams

**Members Absent:** Raenell Kent

**Others Present:** Dennis Kreps

**Call to Order:** President Williams called the meeting to order at 6:13 PM.

**Public Comment:** None

**Action Item Capture:** Mrs. Walbridge will capture action items for tonight's meeting.

**Guests:** Brenda Lauer, representing FOL

**Review Minutes of April 15, 2015:** Minutes from the previous meeting were presented. A motion was made to approve the minutes as amended. (Dunn/Brinkerhoff) The motion was approved.

**Friends of the Library Report:** The FOL has recently purchased 50 stackable chairs and two dollies which can be used for library presentations and programming. The FOL will provide refreshments for the Dave Coverly program on May 28th.

**Financial Report:** The financial report for the 7 months ending April 30 was presented was presented to the Board for review. A motion was made to approve the financial report. (Walbridge/Dunn) The motion was approved.

**Director's Report:** The Director met with the Budget and Finance Committee to address several topics and also met with the staff to discuss budget priorities and anticipated needs. The Dave Coverly program is scheduled for Thursday May 28 at 7:00 PM. Publicity is currently being distributed. An RSVP is required with seating limited to 100. An artist reception for Vicki VanAmeijden was held Tuesday, April 14 with 12 attending. Art work from Gull Lake High School students is currently being displayed in both the lower level gallery and in the display cases upstairs. Works will be exhibited until the end of May. The Director is coordinating with Randy Walbridge from the high school art department to make this an annual event. The summer reading schedule is complete and will be publicly available directly after Memorial Day. A 1/4 page ad has been submitted to *The Communicator* for its June issue. Our third annual Party in the Park (June 17) will again kick off our Summer Reading Program. Book Discussion and Guitar Jam Club continue to meet regularly. Construction in preparation for the new DVD shelving is set for May 16-18. Delivery and installation of the new DVD shelving is scheduled for early June. The Library has sponsored ads in the past year which appear in programs for GLCS athletic events. Meetings over the past month include Personnel Committee, Budget and Finance Committee (2), LICs/Staff Managers, Program Workgroup, Friends of RCL and the Steering Committee for the Michigan Authors Collaborative.

**Committee Reports:**

- a. Budget: Things to consider for the next fiscal year include extending hours of operation for next year, use of the Miller/Hawk fund for children's programming, and building capital needs. The goal of this Committee is to be proactive and not reactive.
- b. Personnel: This committee met twice in the last month.
  - i. Director Objectives: A draft document of Director objectives will be addressed at the June meeting.
  - ii. Personnel Manual: The Personnel Manual is being reviewed.

**Old Business:**

- a. Shelving Project Update: This project is expected to be complete by early to mid June.
- b. Summer Programming: The final program will be made public next Tuesday on the website. The majority of the planning with specific dates are in place.
- c. Dave Coverly: Notices of the Dave Coverly appearance can be seen throughout the community with reservations being accepted via the website and by phone. A large crowd is anticipated.

**New Business:**

- a. Policy: e-cigarettes: The Policy Committee will meet to address e-cigarettes in RCL.
- b. July 3rd: Is there interest among the Board/staff/TAB to participate in the parade?
- c. Facilities: This Committee will meet to address capital needs of the Library in the coming year.
- d. Other New Business: A gift card for Christine Berro acknowledging her continued service to the library will be purchased. A sympathy card will be sent to Pete Graham on the recent loss of his son.

**Action Item Review:** For tonight's meeting, 12 action items were logged.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:15 PM. (Dunn/Cupper) The motion was approved. The next meeting is scheduled for June 17, 2015 at 6:00 PM.

**Respectfully submitted,**

**Larry Williams, President**

**Chris Cupper, Secretary**

**Approved: June 17, 2015**