

Richland Community Library Board Minutes
May 17, 2017

Members Present: Chris Cupper, Tim Czerney, Doug Jonas, Raenell Kent, Tom Krawczyk, Liz Walbridge

Members Absent: Anne Howley-O'Brien

Others Present: Dennis Kreps

Call to Order: President Kent called the meeting to order at 6:05 PM.

Approval/Amendment of Agenda: A motion was made to revise and approve the agenda. (Czerney/Walbridge) The motion was approved.

Guests/Public Comment: Hillary Berry, Assistant Director, Carrie Dunn, Children's Librarian and Hannah Reuter, Teen Librarian. New employees introduced themselves to the Board with a brief overview of their responsibilities and backgrounds.

Action Item Capture: Mrs. Walbridge will capture action items for this meeting.

Review and Approval of April 19, 2017 Minutes: A motion was made to amend the April minutes. A motion was made to approve the amended minutes. (Krawczyk/ Jonas) The motion was approved.

Review of the Financial Reports: Financial reports were presented for Board review. The reports were accepted pending two corrections to be made by the Bookkeeper. A motion was then made to accept the financial reports. (Jonas/Czerney). The motion was approved.

Friends of the Library Report: The FOL will provide refreshments at the May 25th program which will feature Ron Rademacher. Mr. Rademacher, a Michigan back-roads traveler and author will bring stories of obscure and fascinating destinations.

Library Director's Report: This report was presented to the Board for review and included an update on several library construction/enhancement projects.

Committee Reports:

- a. Budget & Finance Committee: This committee met May 16th to outline a summary of next year's budget including incomes and expenditures, and the financial impact of revised hours of operation.
- b. Facilities & Technology Committee: This committee did not meet this month, but will meet before the June Board meeting with recommendations on the Flook report.
- c. Policy Committee: The committee met May 4th to address a discretionary fund policy and a FOIA policy. Results of this meeting will be presented for Board approval at the August meeting. The committee will meet again June 6, 2017 at 4:00 PM.

Old Business:

- a. Technology Plan - update: Information is included in Director's Report and Flook report. The Technology & Facilities Committee would like to move to an itemized 3-5 year plan, hardware, software, infrastructure.
- b. Building Assessment Report: The elevator upgrade/replacement will need to be bid out. Otis Elevator and McNally Elevator will be consulted. Fund balance monies have already been set aside for this purpose. The redesigned front door installation is set for mid-July by Newman Construction.
- c. RCL memberships for Former Staff: At the June meeting we will get specific wording on how these memberships will be handled in the future.
- d. Library Statistics: Data was presented to show circulation statistics for a given period. What trends appear over time? What services are being used?
- e. E-mail addresses for Board Members: One address will be used for all Board members (see April report).

New Business: The downspout needs to be re-attached on the book drop in the rear parking lot.

Action Item Review: Action items for this meeting were reviewed with the Board.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:42 PM. (Cupper/Jonas) The next meeting is scheduled for June 21, 2017 at 6:00 PM.

Respectfully Submitted:

Raenell Kent, President

Chris Cupper, Secretary

Approved: June 21, 2017

