

Richland Community Library Board Minutes June 21, 2017

Members Present: Chris Cupper, Tim Czerney, Anne Howley-O'Brien, Doug Jonas (at 6:45 PM), Raenell Kent, Tom Krawczyk, Liz Walbridge

Members Absent: None

Others Present: Dennis Kreps

Call to Order: President Kent call the meeting to order at 6:09 PM.

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

Guests/Public Comment: Brenda Lauer

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

Review and Approval of May 17, 2017 Minutes: A motion was made to approve the minutes as amended. (Krawczyk/Howley-O'Brien) The motion was approved.

Review of the Financial Reports: Mr. Jonas reviewed RCL financials for the previous 8 months.

Friends of the Library Report: Ms. Lauer reported the FOL will meet June 30th to finalize plans for participation in the 4th of July parade and the book sale associated with the annual art fair on July 15th.

Library Director's Report: The Director submitted the report for Board review. The Director is continuing to focus on community outreach. RCL now has a Twitter account.

Committee Reports:

- a) Budget & Finance Committee: Mr. Jonas presented several documents for the FY 2017-2018 budget.
- b) Facilities & Technology Committee: The copy machine previously suggested for purchase is no longer being produced. Purchase of another copy machine has been proposed as a replacement for the one in the Local History Room. A motion was made to approve the purchase of the copy machine not to exceed \$3200.00. (Czerney/Walbridge) The motion was approved. The Committee will meet again by June 30th.
- c) Policy Committee: The Committee last met on June 4th. A final copy of the FOIA has been forwarded to the Board attorney for her perusal. Discretionary funds up to \$500.00 has been suggested.
- d) Personnel Committee: The Committee suggested revising the Director objectives to a more forward thinking and more global document.

Old Business:

- a) Technology-related updates: New routers will be installed shortly.

- b) RCL membership for former staff: A motion was made to provide Mary Jasiak a lifetime resident RCL membership on the same terms as the membership provided to Karen Goebel. (Czerney/Kent) The motion was approved.
- c) Library Statistics: Hillary Berry addressed the Board on various ways to track library and patron statistics. She provided an example.
- d) E-mail addresses for Board Members: The President and Secretary will check incoming Board emails and forward to other Board members as appropriate. The Director will send log in and password information to the President and Secretary so they may access the emails.

New Business:

- a) Promoting programs and activities at schools outside the township:
A short discussion addressed promoting library programs to schools outside Richland township, specifically at Kellogg Elementary and at Bedford in the interest of fostering the connection between the school district and RCL, and creating positive PR for RCL. The Board felt such action on the part of RCL was appropriate.
- b) Signature cards at RCL banking institutions: Signature cards need to be updated at the following financial institutions: Advia, Consumers, 5/3. The First National account will be closed with monetary assets being deposited into the 5/3 account. Mr. Czerney will draft a resolution identifying Board members authorized at each financial institution. This document will be available at the November Board meeting.

Action Item Review: Mrs. Walbridge reviewed action items created at this meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:03 PM. (Czerney/Howley-O'Brien) The next meeting is scheduled for August 16, 2017 at 6:00 PM. Per Board policy, there is no meeting in July.

Respectfully submitted,

Raenell Kent, President

Chris Cupper, Secretary

Approved: August 16, 2017