

# Richland Community Library Board Minutes

January 23, 2019

**Members Present:** Chris Cupper, Tim Czerney, Debbie Grohs, Doug Jonas, Tom Krawczyk, Jessica Potter, Liz Walbridge

**Members Absent:** None

**Others Present:** Karen McConnell

**Call to Order:** President Krawczyk called the meeting to order at 6:09 PM.

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

**Guest/Public Comment:** Hannah Reuters, RCL employee. Hannah demonstrated the updated library website for the Board.

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

**Review and Approval of November Board Minutes\*** A motion was made to approve the November minutes as presented. (Jonas/Walbridge). The motion was approved.

**Review of Financial Reports\*:** Mr. Jonas presented the financial reports to the Board. A motion was made to accept the reports as presented. (Czerney/Walbridge) The reports were accepted.

**Friends of the Library Report:** The recent Joe Heywood presentation was a huge success. The FOL will collaborate with the Presbyterian Church to hold a book sale during their rummage sale.

**Director's Report:** The Director requested a review of the existing library closing policy during inclement weather, bearing in mind the safety and welfare of employees and patrons.

## Committee Reports:

- a. Shared Google Drive - Liz Walbridge Ms. Walbridge has suggested moving to Google docs as a means of sharing common documents and communications amongst Board members.
- b. Budget & Finance: Doug Jonas, Chair: This committee will meet the 4th Wednesday of each month. The next meeting is scheduled for February 27th.
- c. Technology & Facilities: Liz Walbridge, Chair: This committee will meet the first Tuesday of each month at 5:00 PM. Work on upgrading the elevator and painting/repair of the Director's office continues.
- d. Policy Committee: Chris Cupper, Chair This committee will meet at 4:30 before each Board meeting as needed. They are continuing their review of all existing policies.

**Old Business:**

- a. Set RCL Holiday Closing Dates for 2019/2020\* : It was moved to accept the closing dates for 2019-2020 as indicated in the Director's Report. A motion was made to table this item and refer it to the Policy Committee. (Grohs/Czerney) The motion to table was approved.

**Personnel:** Tom Krawczyk, Chair: The Personnel Committee met to discuss the established six month objectives as agreed to in the Director's offer letter.

**New Business:**

- a. Director Review - 6 month\*: The Personnel Committee met with the Director. The Personnel Committee has determined the Director has met the established 6 month objectives. Based on that determination, the Personnel Committee recommends the Board approve the 6 month salary increase as specified in the Director's offer letter. A motion was made to approve that recommendation. (Czerney/Grohs) The motion was approved.

**Action Item Review:** Ms. Walbridge reviewed action items from this meeting.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:09 PM (Cupper/Potter) The next meeting is scheduled for February 20, 2019 at 6:00 PM.

\* denotes Board Action required

**Respectfully submitted,**

**Tom Krawczyk, President**

**Chris Cupper, Secretary**

**Approved: February 20, 2019**