

Richland Community Library Board Minutes
October 16, 2019

—Rough Draft—

Members Present: Chris Cupper, Deb Grohs, Tom Krawczyk, Jessie Potter, Darren Sabuda, Liz Walbridge

Members Absent: Deb Chassee

Others Present: Karen McConnell

Call to Order: President Krawczyk called the meeting to order at 6:01 PM.

Welcome New Trustees: Darren Sabuda and Deb Chassee

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

Guest/Public Comment: Dan Carl, Bookkeeper

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

Review/Approval of the September Public Hearing on the Budget Minutes and Regular Board Meeting Minutes: A motion was made to approve the minutes of the Budget Meeting as presented (Walbridge/Krawczyk). The motion was approved. A motion was made to approve the minutes of the Regular Board Meeting as amended (Grohs/Potter). The motion was approved.

Review of Financial Reports: Mr. Carl presented the current financial reports for Board review. A motion was made to accept the financial reports (Grohs/Potter). The reports were accepted.

Friends of the Library Report: An internal book sale was held last week; it is unknown at this time results of the book sale. Another book sale will be held in the Library on Halloween night.

Director's Report: The Director presented information to the Board on recent library activities. LSTA has approved a grant for WMU to develop a model program to digitize materials in concert with the Gilmore Car Museum and RCL for use as a regional digitization program. The grant which is in excess of \$23,000 is for one year. An

appreciation luncheon is scheduled December 11th at 12:00 noon for Friends and Volunteers.

Committee Reports:

- a. Budget and Finance: Our annual audit is scheduled for Dec. 9th. The Director and Bookkeeper will be in attendance.
- b. Personnel: Tom Krawczyk, Chair: Based on the recent Director evaluation an appropriate salary increase was discussed.
- c. Technology and Facilities: Liz Walbridge, Chair: The people counter is broken and will be replaced. HVAC work continues relative to the budget.
- d. Policy Committee: Chris Cupper, Chair: This committee met earlier today to address duplicated or outdated policies. A motion was made to delete several policies (Grohs/Cupper). The motion was approved.

Old Business:

- a. Director Evaluation: The Director voiced appreciation for the recent evaluation. Based on the evaluation, the Personnel Committee recommended a salary increase as supported by the evaluation. A motion was made to approve the salary increase (Krawczyk/Walbridge). The motion was approved.

New Business:

- a. Election of Officers: Slate of RCL Board officers for 2019-2020 is as follows: President, Debbie Grohs; Vice President, Jessica Potter; Secretary, Chris Cupper; Treasurer, TBA. A motion was made to approve the slate of officers (Krawczyk/Sabuda). The motion was approved.
- b. Committee Assignment: Committee assignments will be deferred to the November meeting.

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

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

Respectfully submitted,

Tom Krawczyk, President

Chris Cupper, Secretary

Approved:

