

# **Richland Community Library Board Minutes**

## **January 15, 2020**

**Members Present:** Deb Chassee, Chris Cupper, Debbie Grohs, Jessie Potter, Darren Sabuda, Liz Walbridge

**Members Absent:** None

**Others Present:** Karen McConnell, Dan Carl

**Call to Order:** President Grohs called the meeting to order at 6:04 PM.

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

**Guest/Public Comment:** Chad Farrer, Potential New Trustee/Treasurer

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

**Review and Approval of the November Board Minutes:** A motion was made to approve the November minutes as presented (Grohs/Sabuda). The minutes were approved.

**Review of Financial Reports:** Dan Carl reviewed the financial reports with the Board. A motion was made to accept the reports. (Walbridge/Grohs) The financial reports were accepted.

**Friends of the Library Report:** The FOL recently sponsored the artist reception on January 9th.

**Director's Report:** The Director presented a review of activities in the last month. Of particular note is the work which has begun on classifying and organizing of our local history collection. This is being done in concert with the Library of Michigan and WMU, so this collection will be available to all residents. Work continues in the Children's room by local muralist Conrad Kaufman.

### **Committee Reports:**

- a. Budget and Finance: Dan Carl (presenting as acting Treasurer) See above.
- b. Personnel: Debbie Grohs, Chair: This Committee did not meet this month.
- c. Technology and Facilities: Darren Sabuda, Chair: This Committee met last week to discuss replacement of the HVAC system.
- d. Policy Committee: Chris Cupper, Chair: This Committee met earlier this evening, reviewing several policies. The Library Purchasing policy (6.15) will be presented to the Board for review and approval. The Committee will meet again Feb. 19th at 5:00 PM.

### **Old Business:**

- a. Board Committee Structure: The new committee structure was presented for the coming year.

### **New Business:**

- a. Possibility of Fine Free: More and more libraries are going to a fine free policy in order to remove barriers to patrons. The Policy Committee will look at the policy for fines at the next Committee meeting in February.

- b. HVAC replacement quotes: A quote has been received from Kalamazoo Mechanical to replace the existing furnace at a cost of \$7590.00. The quote includes replacement of the AC unit. Mr. Sabuda recommended Kalamazoo Mechanical's bid be accepted. A motion was made to accept the bid (Sabuda/Chassee). The motion was approved.
- c. The Policy Committee presented the newly revised Library Purchasing policy. A motion was made to approve the revised policy (Grohs/Walbridge). The motion was approved.

**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 7:38 PM (Grohs/Sabuda). The next regular meeting is scheduled for Wednesday, February 19, 2020 at 6:00 PM.

**Respectfully submitted,**

**Debbie Grohs, President**

**Chris Cupper, Secretary**

**Approved: February 19, 2020**