

Richland Community Library Board Meeting November 18, 2020

Members Present: Deb Chassee, Chris Cupper, Chad Farrer, Debbie Grohs, Jessie Potter, Darren Sabuda, Kim Saunders

Members Absent: None

Others Present: Karen McConnell

Call to Order: President Grohs called the Zoom meeting to order at 6:11 PM.

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

Guest/Public Comment: None

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

Review and Approval of October Board Meeting Minutes: Minutes from the previous meeting were presented to the Board for review. A motion was made to approve the October minutes as presented (Potter/Chassee). The motion was approved.

Review of Financial Reports: Mr. Farrer reports we are making good progress in moving reporting of the finances from one format to another. To date, all finances are on target this year. Employee expenses now will include salaries, benefits and taxes for each employee. The debt service was paid off early as previously reported. A motion was made to accept the financial reports. (Cupper/Grohs). The reports were accepted.

Friends of the Library Report: Officer elections for coming year will be held tomorrow.

Director's Report: The Director presented a summary of activities during the past month for Board perusal. Under current conditions patrons are beginning to return to the library although patron counts are down from last year. No further public exhibits are scheduled until we return to full operations. Kits that can be picked up at the library have experienced a huge success with young people as well as adults.

Committee Reports:

- a. Budget & Finance: Chad Farrer, Chair: YTD finances look good so far.
- b. Personnel: Debbie Grohs, Chair: The committee finalized the information in the policy to take to the Policy Committee and made the decision to move the stipend forward for the Assistant Director position for healthcare; the Director determined it was not in her best interest to take the healthcare insurance available for 2021.
- c. Technology & Facilities: Darren Sabuda, Chair: It has been determined the handicapped door does not need to be replaced. It can be adapted as is. Lower patio refurbishing (targeted for next year) will include plantings.

- d. Policy Committee: Chris Cupper, Chair: The committee met this afternoon to review policy 7.30 (Employee Benefits), making several updates. The revision was presented to the Board for their approval; a motion was made to approve the revised policy (Cupper/ Chassee). The revision was approved.

Old Business: Health Stipend: The stipend for health insurance was finalized at the personnel committee level under the terms previously approved by the Board at the October Board meeting.

New Business: In keeping with a long term plan for RCL maintenance, a motion was made to approve the bid by Kalamazoo Mechanical at a cost of \$8590.00 to replace an HVAC unit in January (Farrer/Grohs). The motion was approved.

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

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 7:13 PM. The next meeting is scheduled for January 20, 2021 at 6:00 PM.

Respectfully submitted,

Debbie Grohs, President

Chris Cupper, Secretary

Approved: January 20, 2021