

# Richland Community Library Board Minutes

May 26, 2021

**Members Present:** Deb Chassee, Chris Cupper, Chad Farrer, Debbie Grohs, Jessie Potter, (left at 6:40 PM), Darren Sabuda, Kim Saunders

**Members Absent:** None

**Others Present:** Karen McConnell

**Call to Order:** President Grohs called the meeting to order at 6:20 PM.

**Approval of /Amendment of Agenda:** The agenda was presented to the Board for their review and approval. A motion was made to approve the agenda (Grohs/Chassee). The motion was approved.

**Guest /Comments:** None

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

**Review and Approval of April 2021 Board Minutes:** Minutes from the previous meeting were presented to the Board for their review and approval. A motion was made to approve the minutes as presented (Chassee/Potter). The motion was approved.

**Review of Financial Reports:** Mr. Farrer presented the financial reports from April. A motion was made to accept the reports. The reports were accepted.

**Friends of the Library Report:** The FOL has chosen to forego the book sale at the time of the art fair. They will continue to offer used books inside the library on a continuing basis.

**Director's Report:** The staff continues to adjust to state mandates regarding vaccinations and mask wearing while in a work environment. Work continues with CTS with a switch over on a Monday when RCL is closed. Ms. Saunders and President Grohs had an initial meeting with the Director as strategic planning is explored; they are considering engaging a strategic planning consultant with a background in public libraries.

## Committee Reports:

- a. Budget and Finance: Chad Farrer, Chair: Mr. Farrer reports expenditures and income are on the targeted budget and within expected parameters.
- b. Personnel: Debbie Grohs, Chair: The Committee continued their work on the personnel manual.
- c. Technology and Facilities: Darren Sabuda, Chair: Mr. Sabuda provided some details on the purchase and installation of umbrellas on the lower patio. Klooster Landscaping will begin in early June with plantings on the lower patio.
- d. Policy: Chris Cupper, Chair: This Committee did not meet.

**Old Business:** None

**New Business:**

- Unrestricted capital improvement funds (Treasurer): The Treasurer made a motion to un-restrict funds previously directed by the Board to be restricted for building capital improvements as the general fund has now normalized in relation to the Fund Balance Policy. See policy 6.12, Fund Balance Policy.
- FY 2021/22 Draft Budget Discussions: The Director will present a draft of the FY 21-22 budget at the June meeting.
- Discussion of Strategic Planning: Discussion of strategic planning revolved around hiring a consultant experienced in strategic planning for public libraries.

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

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:27 PM (Farrer/Chassee). The next scheduled meeting is June 16, 2021 at 6:00 PM.

**Respectfully submitted,**

**Debbie Grohs, President**

**Chris Cupper, Secretary**

**Approved: June 16, 2021**



















