

# Richland Community Library Board Minutes

## June 16, 2021

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

**Members Absent:** None

**Others Present:** Karen KcConnell

**Call to Order:** President Grohs called the meeting to order at 6:13 PM.

**Approval of/Amendment of Agenda:** The agenda was presented to the Board for their perusal and review. A motion was made to approve the agenda as amended (Potter/Saunders). The motion was approved.

### **Guest Comments:**

- Summer Programming Update from Carrie Dunn, Anne Richards and Anna Merritt : Ms Dunn, Ms. Richards and Ms. Merritt each provided (via youtube) information on the summer reading programs and activities.

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

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

**Review of Financial Reports:** Mr. Farrer provided an overview of RCL finances to date; all incomes and expenditures are in order. A motion was made to accept the reports; all Board members approved. The reports were accepted.

**The Friends of the Library Report:** There are no further plans or communications until July 1st. The FOL will not participate in the annual art fair (this year being held at Gull Meadow Farms). They will continue with the sale of used books in the RCL lobby.

**Director's Report:** Grant applications have been generated. If these applications are successful they will certainly impact the budget for next year. CTS phone system is fully operational and staff is acclimating to the new system. The summer reading program will begin June 18 with a kick-off in the park.

### **Committee Reports:**

- a. Budget & Finance: Chad Farrer, Chair: This committee did not meet.
- b. Personnel: Debbie Grohs, Chair The Committee met before this Board meeting. There is a July 10 deadline for responses to cumulative responses to the Director evaluation. Director goals for next year should also be submitted at the same time. Evaluation for the Director will be moved to the fall to align with the RCL fiscal year.
- c. Technology & Facilities, Darren Sabuda, Chair: This Committee did not meet.

- d. Policy Committee: Chris Cupper, Chair: This Committee will defer to the Personnel Committee while they revise the personnel manual. When that work is finished, this Committee will resume their work.
- e. Strategic Planning: The Director, Ms. Chassee, Ms. Saunders: Three plans will be considered for strategic planning. The Director would like to move forward on this in September. They will present a decision at the August meeting.

**Old Business:**

- FY 2021 - 2022 Budget Draft The Director and Mr. Farrer presented a draft for the budget next year, with explanations and highlighting areas of focus for the Board.

**New Business:** None

**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 7:53 PM (Grohs/Saunders). The next meeting is August 18, 2021 at 6:00 PM. Per Board policy, there is no meeting in July and December.

**Respectfully submitted,**

**Debbie Grohs, President**

**Chris Cupper, Secretary**

**Approved: August 18, 2021**