

# Richland Community Library Board Minutes

## February 16, 2022

**Members Present:** Deb Chassee, Chris Cupper, Debbie Grohs, Aviva Luciano, Justin Reynolds

**Members Absent:** Darren Sabuda

**Others Present:** Karen McConnell

**Call to Order:** President Grohs called the meeting to order at 6:03 PM.

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

**Guest/Public Comment:** Kristine Parsons, prospective trustee

**Action Item Capture:** Justin Reynolds will capture action items for this meeting.

**Review and Approval of January Board Minutes:** Minutes from the last meeting were presented for Board approval. A motion was made to approve the minutes as amended (Grohs/Luciano). The motion was approved.

**Review of the Financial Reports:** Justin Reynolds will assume the financial reporting in place of Chad Farrer, who is moving off the Board. Mr. Reynolds reports all finances are in order for this time in the fiscal year. A motion was made to accept the reports as amended (Grohs/Chassee). The reports were accepted.

**Friends of the Library Report:** FOL has not met and there is no report.

**Director's Report:** The Director introduced a new format for the Director's Report and is aligned with the strategic plan format. RCL applied for and received a grant through the ECF (Emergency Connectivity Fund) made possible by the FCC to provide outreach technology for public libraries and schools. RCL can now purchase mobile hotspots for circulation, in addition to circulating an iPad and a Chromebook. The grant was awarded for \$4,600.

### **Committee Reports:**

- a. Budget & Finance: Chad Farrer, Chair: This Committee did not meet.
- b. Personnel: Debbie Grohs, Chair: The job description for a new Director needs to be posted and we need to determine the interviewing process.
- c. Technology & Facilities: Darren Sabuda, Chair: This Committee did not meet.
- d. Policy: Chris Cupper, Chair: This Committee did not meet.
- e. Strategic Planning: Deb Chassee and Karen McConnell: The Director and Ms. Chassee reviewed the strategic plan as presented by Amanda Standefer with the Board.

### **Old Business:**

Director's Retirement: The Board reviewed and accepted the job description for the Director.

### **New Business:**

Approve Strategic Plan: A motion was made to approve the strategic plan (Reynolds/Cupper).  
The motion was approved.

**Action Item Review:** Justin Reynolds reviewed action items for this meeting.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 7:30 PM.  
The next meeting is scheduled for March 16, 2022 at 6:00 PM.

**Respectfully submitted,**

**Debbie Grohs, President**

**Chris Cupper, Secretary**

**Approved: March 23, 2022**