

Richland Community Library Board Minutes May 24, 2022

Members Present: Deb Chassee, Chris Cupper, Debbie Grohs, Aviva Luciano, Kristine Parsons, Justin Reynolds, Darren Sabuda

Members Absent: None

Others Present: Karen McConnell

Call to Order: President Grohs called the meeting to order at 6:05 PM.

Approval of / Amendment of Agenda(s): Special Meetings: April 18, 2022 at 6:00 PM, April 20, 2022 at 5:00 PM prior to the regular Board meeting, and April 27, 2022 at 6:00 PM. A motion was made to approve the agenda as amended (Parsons/Grohs). The motion was approved.

Guest/Public Comment: None

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

Review and Approval of April Regular Board Meeting and Special Meetings: A motion was made to approve the regular April minutes (Chassee/Parsons). The motion was approved. A motion was made to approve the special meetings of April 18, 2022, April 20, 2022 and April 27, 2022 (Grohs/Chassee). The motion was approved.

Review of Financial Reports: May financial reports to date are all under budget for salaries and all other categories. The budget will be amended to cover the cost of HVAC work. The financial reports were accepted by the Board.

Friends of the Library Report: The FOL will assist and support the open house on June 9th.

Director's Report: Hot spot usage has taken off with the 10 units regularly in use. All comments about this have been very positive. RCL now can be found at the Farmer's Market on Wednesdays. Current Director will introduce the new Director Jack Buck to community stakeholders. Library employees continue to look for grant money to fund/enhance the library programs.

Committee Reports:

- a. Budget & Finance: Justin Reynolds, Chair: See above.
- b. Personnel: Debbie Grohs, Chair: The Board has hired a new Director. Jack Buck will assume his duties effective June 1st.
- c. Technology & Facilities: Darren Sabuda, Chair: See above.
- d. Policy: Chris Cupper, Chair: The Committee did not meet. We will meet in June.
- e. Strategic Planning: Deb Chassee and Karen McConnell: A staff and board member will combine to talk about the strategic plan with members of the community at the open house.

Old Business: None

New Business:

- a. Amend budget for HVAC replacement (Capital Outlay-Equipment): A motion was made to amend the 2021-2022 budget to include \$10,000.00 for capital outlay to replace one HVAC unit (Sabuda/Grohs). The motion was approved.
- b. Staff Development: Strategic Plan, Friday, June 10, 2022 AM: A motion was made to open the library at noon on June 10 to allow the staff to participate in a staff development (Grohs/Cupper). The motion was approved.
- c. Acceptance of New Director offer and Transition Plan: The retiring Director will help the new Director by introducing him to key members in the community. Ms. McConnell will be paid on a per diem basis beginning June 1st.
- d. Photos of Board of Trustees for Open House: The open house for Ms. McConnell is scheduled for June 9 from 5:30 - 7:00 PM. The Director would like a head shot of each trustee by June 1st.
- e. Draft Budget Discussion: This topic will be addressed at the June meeting.

Action Item Review: President Grohs reviewed action items from this meeting.

Adjournment: There being no further business before the Board, the meeting was adjourned at 7:20 PM. The next meeting is scheduled for June 15, 2022 at 6:00 PM.

Respectfully submitted,

Debbie Grohs, President

Chris Cupper, Secretary

Approval: June 22, 2022