

## **Richland Community Library Board Minutes February 21, 2018**

**Members Present:** Chris Cupper, Tim Czerney, Anne Howley-O'Brien (arrived at 6:09 PM), Doug Jonas (left at 6:45 PM), Raenell Kent, Tom Krawczyk, Liz Walbridge

**Members Absent:** None

**Others Present:** Dennis Kreps

**Call to Order:** President Krawczyk called the meeting to order at 6:07 PM.

**Approval/Amendment of Agenda:** A motion was made to add to the agenda the review and approval of the minutes of the February 17, 2018 meeting. (Kent/Czerney) A motion was made to approve the agenda as modified. The motion was approved unanimously.

**Guests/Public Comment:** Larry Williams, Teresa Stannard, Pete Graham (at 6:45 PM)

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

**Review and Approval of January 17, 2018 Minutes & February 17, 2018 Minutes:** A motion was made to approve the minutes of January 17, 2018 as presented. (Walbridge/Jonas) The motion was approved unanimously. A motion was made to approve the February 17, 2018 minutes as presented. (Walbridge/Kent) The motion was approved unanimously.

**Review of the Financial Reports:** Mr. Jonas presented information on the financial reports. A motion was made to accept the financial reports as presented, including the correction of the projected 2018 total salaries. (Czerney/Kent) The motion to accept was approved unanimously.

**Friends of the Library Report:** None

**Library Director's Report:** Bank signature cards need to be revised to reflect current staff changes. Meet Michigan Authors scheduled for March 1st at 7:00 PM is on track. Jack Cheng is the featured speaker. Hiring update-Assistant Director—Anna Merritt has accepted the position of Assistant Director; she will begin work February 27, 2018.

### **Committee Reports:**

- a. Budget & Finance: Doug Jonas, Chair: A fund balance policy has been drafted to align with GASB 54. The fund balance should be reviewed annually with respect to criteria set forth in the policy. A motion to approve as presented with an intended effective date of March 1, 2018, except with regard to the maximum limit, in which case the effective date shall be April 1, 2019. (Czerney/Cupper) The motion to accept was approved.
- b. Personnel: Tom Krawczyk, Chair: Larry Williams is working with the Director and is appreciative of this collaboration.
- c. Technology & Facilities, Liz Walbridge, Chair: None
- d. Policy Committee, Chris Cupper, Chair: The Committee will defer to the Budget &

Finance Committee with regard to the fund balance policy.

**Old Business:**

Signature cards status report: Signatures need to be revised with 5/3 and Advia.

**New Business:**

- a. Director's reception: The reception for the Director is scheduled for Friday, February 23 from 3-6 PM.
- b. Director's laptop: A motion was made to allow the Director to purchase the library laptop he has been utilizing for fair market value as determined by the IT service provider, Tony Clark, and coordinated by the RCL Board President. (Czerney/Walbridge) The motion was approved unanimously.

**Action Item Review:** Action items for this meeting were reviewed by Ms. Walbridge.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 7:54 PM. (Kent/Czerney) The next meeting is scheduled for March 21, 2018 at 6:00 PM.

Respectfully submitted,

Tom Krawczyk, President

Chris Cupper, Secretary

Approved: March 21, 2018