

Richland Community Library Board Minutes

June 27, 2018

Members Present: Tim Czerney, Anne Howley-O'Brien, Doug Jonas, Raenell Kent,
Tom Krawczyk

Members Absent: Chris Cupper, Liz Walbridge

Others Present: Larry Williams, Stevie Brinkerhoff, Anna Merritt

Call to Order: President Krawczyk called the meeting to order at 6:04 PM.

Approval/Amendment of the Agenda: A motion was made to amend the agenda in order to move the Friends Report and also Anna Merritt's report to immediately after the minutes. (Kent/Czerney) The motion was passed.

Guests/Public Comment: None

Action Item Capture: Ms Howley-O'Brien will capture action items for this meeting.

Review/Approval of May 16, 2018 Regular Board Minutes: The minutes were discussed and amended. A motion was made to approve the minutes as amended. (Czerney/Jonas) The motion passed.

Friends of the Library Report: Bob Kent is the new Treasurer of FOL. Stevie Brinkerhoff brought up the possibility of an annual fund-raising solicitation letter that could be sent out from the Friends, perhaps during Library Week each year. She asked that the Board consider this possibility and give the FOL their thoughts and suggestions about this type of fund raising.

New Business - Adult Programs: Anna Merritt provided an update on the RCL Adult Summer Reading program. She also presented her research on a new catalog system proposal.

Review of the Financial Reports: Mr. Jonas presented the financial reports for review by the Board; the financial reports were reviewed and amended. A motion was made to accept the financial reports as amended. (Czerney/Kent) The financial reports were accepted.

Library Director's Report: See report from Interim Director.

Committee Reports:

- a. Budget & Finance: Doug Jonas, Chair – Mr. Jonas presented a preliminary draft budget. The next meeting of the committee is scheduled for July 25, 2018.
- b. Personnel: Tom Krawczyk, Chair – next steps in the onboarding of the new RCL Director were discussed. The committee will meet with the Director to discuss a timeline for creating goals and objectives for her first 6 months of employment.

Old Business: Elevator Proposal: The bids for replacing the elevator controls and related equipment were discussed. The Interim Director will contact an attorney for reviewing the Elevator Replacement Proposals.

New Business:

- a. Simplex Grinnell Fire panel upgrade: A motion was made to approve the fire safety upgrade by Simplex Grinnell for the amount not to exceed \$7,000 (Jonas/Czerney). The motion was passed.
- b. Policy Manual Updates: The proposed Policy Manual changes were sent to the Board on June 21, and the Board needs to review them by July 18 and submit any suggested changes to the Policy Committee chair.
- c. Bank Signature Card/Credit Card: A motion was made (Kent/Czerney) to authorize the Interim Director to present two letters of support for the new RCL Director to become a signer on the RCL accounts at both Advia and Fifth Third banks, per RCL Policy.

Action Item Review: Ms. Howley-O'Brien reviewed the action items from this meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:54 PM. (Howley-O'Brien/Czerney) The next regular Board meeting is scheduled for August 15, 2018 at 6:00 PM. Per Board policy, there is no meeting in July.

Respectfully submitted,

Tom Krawczyk, President and Secretary Pro Temp

Approved: August 29, 2018