

## **Richland Community Library Board Minutes November 19, 2014**

**Members Present:** Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Doug Jonas, Larry Williams

**Members Absent:** Liz Walbridge, Raenell Kent

**Others Present:** Dennis Kreps

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

**Action Item Capture:** Ms. Brinkerhoff will capture tonight's action items.

**Public Comment/Guests:** None

**Review Minutes of October 15, 2014:** Minutes from the previous meeting were presented for review. A motion was made to approve the minutes as amended. (Dunn/Brinkerhoff) The motion was approved.

**Friends of the Library Report:** The FOL will graciously fund refreshments for the visit by Joe Heywood in January as well as underwrite a staff luncheon during the staff retreat November 24th. FOL officers for the coming year are President, Dianne Woods; Vice President, Cindy Berg; Treasurer, Brenda Lauer; and Secretary, Ruth Anne Prentice.

**Financial Report-Year End:** The bill for Newman Construction should be moved from building maintenance to capital outlay, just a change in a line item for the one month ending October 31st. A motion was made to approve the report as amended. (Jonas/Dunn) The motion was approved.

**Director's Report:** Michigan State Paranormal Investigators met October 30 (30 attendees); Tony Lorenz (antique appraisal and research), November 5 (22 attendees); monthly movie night (20 attendees). Local author Joe Heywood will present a program January 14 at 7 PM; the annual wassail evening is scheduled for December 4th. Continuing programs include book discussion, guitar club, story times (with a break over the holidays), Teen Advisory Board, and movie night. Larry Smith and Catherine Stasevich are local artists currently exhibiting in the Library. Future exhibits are being scheduled into 2015.

The annual audit with Siegfried-Crandall is complete, with several suggestions on how to streamline our financial accountings. A staff in-service workshop is scheduled for Monday November 24 using information and material from *Strength Finders*, a personality and working styles inventory. Dawn Conroy will facilitate the workshop. We will soon sign a contract with WTCox to manage our periodicals subscriptions. The Library also subscribes to an e-mail enhancement service (Constant Contact) The Director has started gathering data and generating reports for which enhances our ability to send mass e-mail communications. Also provided in this service are templates which we can use for other electronic communications. The Director has started gathering data for the State Aid Report, due February 2, 2015.

The Director met with the Librarians-in-Charge, Collection Development Workgroup. a full staff

meeting and Christine Berro. The Director also met with Meet Michigan Authors Collaborative to develop promotion of the Joe Heywood program, as well as other opportunities for collaboration. The Director received a quote from Newman Construction for adding additional shelving space for DVDs and for the removal of the bronze plaque inside the library.

**Committee Reports:**

- a. Personnel: The Personnel Committee recently reviewed the staff survey.
- b. Other Committee Reports: None

**Old Business:**

- a. Action Items Review: Action items from the last meeting were completed.
- b. Audit Progress: Siegfried-Crandall has completed the financial audit; a report to the Board will be generated.
- c. Personnel Committee Report: A motion was made to move into closed session (Jonas/Dunn) The motion was approved; the Board moved into closed session at 7:24 PM. A motion was made to come out of closed session at 8:07 PM. (Brinkerhoff/Dunn) The motion was approved.
- d. Zoetis Improvements Tax Status: At a recent Richland Township meeting Zoetis has requested a transfer of tax exemption certificates previously issued to Pharmacia and Upjohn. This would result in a slight increase in millage received by RCL.

**New Business:**

- a. 2015 Holidays - Library Closures: This item was deferred to the January meeting.
- b. Staff Contact List: A revised staff contact list was distributed by the Director.
- c. Strategic Planning: This committee will meet in the near future, the date undetermined at this time. Mr. Jonas will contact the committee members.
- d. Circulation: The Director presented circulation statistics which might be used as a planning tool in the future. There is a need for additional shelf space for the DVD collection.
- e. State Aid Report: This item was tabled until the January meeting.
- f. Policy: This item was tabled until the January meeting.
- g. Other New Business: None

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:50 PM. (Jonas/Brinkerhoff) The motion was approved. The next meeting is scheduled for January 21, 2015. There is no Board meeting in December.

**Respectfully submitted,**

**Larry Williams, President**

**Chris Cupper, Secretary**

**Approved: January 21, 2015**