

Richland Community Library Board Minutes June 19, 2024

Members Present: Lori Beard, Monica Bordner, Debbie Chassee, Chris Cupper, Kristine Parsons, Dane Richards

Members Absent: Justin Reynolds

Others Present: Jack Buck

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

Approval of / Amendment of Agenda: A motion was made to approve the agenda as presented (Parsons/Beard). The motion was approved.

Guest / Public Comment: None

Action Item Capture: Vice President Parsons will capture action items for this meeting.

Review and Approval of May 2024 Board Minutes: A motion was made to approve the May minutes (Beard/Parsons). The motion was approved.

Review of Financial Reports: Vice President Parsons reported the finances looked good in all categories for this time in the fiscal year. A motion was made to accept the reports (Bordner/Chassee). The reports were accepted.

Friends of the Library Report: It is reported the FOL is making plans to participate in the annual Fourth of July Parade.

Director's Report: The Director reported to the Board on numerous summer activities. New purchases are realized when patron wants an item we don't own. The Geocaching class was enjoyed by 25 people recently. The Teen Summer Kick-off party was attended by 150 people. Sustainable Kitchen Series and the Forage Walk at Kellogg Forest Park both have wait lists. A staff member is dropping off and picking up books once a month at Gull Arbor Senior Living. An adult volunteer will help out once a week shelving books in the Children's Library.

Committee Reports:

- a. Budget and Finance: Justin Reynolds, Chair; Kristine Parsons, Trustee, Lori Beard, Trustee : The Committee is preparing a budget to be presented to the Board in August. They are considering all potential expenses of putting

a millage on the ballot.

- b. Personnel: Debbie Chassee, Chair: Lori Beard, Trustee: The Committee will schedule an annual review for the Director, which will include COLA.
- c. Technology and Facilities: Kristine Parsons, Chair: Justin Reynolds, Trustee, Lori Beard, Trustee: The Committee met in concert with Budget and Finance.
- d. Policy: Chris Cupper, Chair, Dane Richards, Trustee, Monica Bordner, Trustee: The Committee met and reviewed policies as noted in Old Business and New Business.
- e. Strategic Planning: Debbie Chassee, Chair, Monica Bordner, Trustee, Dane Richards, Trustee: There were no new discussions.

Old Business:

- Amend 2.80 Internet Use Policy
- Adopt Inclement Weather Policy
- Amend 5.25 Access to Materials
- All were approved last month.

New Business:

- Amend 2.30 Code of Conduct: A motion was made to approve the policy as amended (Bordner/Chassee). The motion was approved.
- Amend 4.15 Gift Policy: A motion to approve the policy was made (Bordner/Parsons). The motion was approved.
- Amend Budget for IT Support & Devices and Expenses of a New Printer: A printer was replaced through a grant by the Kalamazoo Foundation. A motion was made to approve the amended budget (Bordner/Richards). The motion was approved as amended.

Action Item Review: Vice President Parsons reviewed action items for this meeting.

Adjournment: There being no further business before the Board, the meeting was adjourned at 7:14 PM. The next meeting is scheduled for August 21, 2024 at 6:00 PM.

Respectfully submitted:

Monica Bordner, President

Chris Cupper, Secretary

Approved: As amended August 21, 2024.

