

## **Richland Community Library Board Minutes September 20, 2023**

**Members Present:** Lori Beard, Debbie Chassee, Chris Cupper, Kristine Parsons, Justin Reynolds, Dane Richards

**Members Absent:** Monica Bordner

**Others Present:** Jack Buck

**Call to Order:** President Parsons called the meeting to order at 6:03 PM.

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

**Guest/Public Comment:** None

**Action Item Capture:** Trustee Reynolds will capture action items for this meeting.

**Review and Approval of August 2023 Board Minutes:** A motion was made to approve the minutes of the August meeting.(Chassee/Beard). The motion was approved.

**Review of Financial Reports:** In the last month of the fiscal year, all financials are in good order. A motion was made to accept the reports (Chassee/Richards). The reports were accepted.

**Friends of the Library Report:** The next meeting of the FOL is scheduled for Thursday, October 5th at 6:00 PM.

**Director's Report:** The Director provided the Board with a summary of library activities during the past month.

### **Committee Reports:**

- a. Budget and Finance: Justin Reynolds, Chair, Kristine Parsons, Trustee: The Committee did not meet. The Committee will also be included in policies which involve financial matters.
- b. Personnel: Debbie Chassee, Chair; Lori Beard, Trustee: Board members were given a form which will assist in the annual evaluation of the Director. The Committee will also be included in policy reviews which involve personnel, including the Personnel Manual.

- c. Technology and Facilities: Kristine Parsons, Chair, Justin Reynolds, Trustee, Lori Beard, Trustee: A dress code need to be addressed.
- d. Policy: Chris Cupper, Chair, Dane Richards, Trustee, Monica Bordner, Trustee: Policies to be considered in the near future include a staff dress code and a gun policy.

**Old Business:**

- Approved 5.1 Circulation Policy
- Approved 2.60 Meeting Space Use Policy
- Approved 5.12 Educator Library Card/Policy

**New Business:**

- Dress Code Policy: This will be presented to the Board at the next meeting.
- 2.61 Art Policy: Artists will hang and remove their own artwork; they will also be provided with the Art Policy and the contract between RCL and the artist.
- Updated Director's Evaluation and Timing

**Action Item Review:** Trustee Reynolds reviewed action items with the Board.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 7:09 PM. The next meeting is scheduled for October 18, 2023, at 6:00 PM.

**Respectfully submitted,**

**Kristine Parsons, President**

**Chris Cupper, Secretary**

**Approved: October 18, 2023**