

Richland Community Library Board Minutes September 19, 2018

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

Members Absent: Chris Cupper

Others Present: Karen McConnell

Call to Order: President Krawczyk called the meeting to order at 6:05 PM.

Approval/Amendment of the Agenda: A motion was made to approve the agenda as presented. (Kent/Howley-O'Brien) The motion was approved.

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

Friends of the Library Report: The Director read the report from FOL President Stevie Brinkerhoff.

Review of Financial Reports: Treasurer Jonas presented the Financial Reports to the Board for their review. A motion was made to accept the Financial Reports as presented. (Walbridge/Kent) The reports were accepted.

Minutes from August 15, 2018: A motion was made to approve the minutes from this meeting as presented. (Czerney/Walbridge) The motion was approved.

Director's Report: The Director presented a report to the Board of recent activities in the Library.

Committee Reports:

- a. Budget & Finance: Doug Jonas, Chair: The next Committee meeting is scheduled for Wednesday, September 26th.
- b. Personnel: Tom Krawczyk, Chair: It was suggested it would be beneficial for RCL to maintain a year-at-a-glance calendar. Planning for the annual staff recognition will begin soon.
- c. Technology & Facilities: Liz Walbridge, Chair: This committee did not meet.
- d. Policy Committee: Chris Cupper, Chair: This committee did not meet.

Old Business:

- a. Advia Account: The Director will visit Advia to complete paperwork for the credit card.
- b. Approval of Atrium Purchase: A motion was made to approve the Atrium software for the Library. (Czerney/Jonas) The motion was approved.
- c. Approval of Elevator Project: Mike Floyd, changed the language in the "warranty paragraph" to specify Elevator Service Inc's warranty actions to correction of defects at the end of the warranty period. This language removes the option of issuing a credit in response to a warranty issue. Board vote needed to move forward.

- d. Approval of Server Project: Motion to approve the server purchase and installation project as summarized in the quote from Clark Technologies as presented at the August RCL Board meeting with details to be finalized within one week by the Tech & Facilities Committee. (Czerney/Kent) The motion was approved.
- e. Policy Manual Updates: Consistency in language: New-revised-updated-amended policies will from this point forward use the terms "new" and "amended" in addition to the date.

Board Vacancies: It was suggested we notify school district building principals, the PTO and FOL of any Board vacancies.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:39 PM. (Howley-O'Brien/Kent) The next regularly scheduled meeting is October 17, 2018 at 6:00 PM.

Respectfully submitted,

Tom Krawczyk, President & Acting Secretary

Approved: October 17, 2018