**Richland Community Library Board Minutes**
**Regular Board Meeting**
**August 19, 2026**

**Members Present:** Lori Beard, Monica Bordner, Kristine Parsons, Justin Reynolds, Dane Richards, Danielle Soltys

**Members Absent:** Chris Cupper

**Others Present:** Anne Richards, Kelly Scott, Nate Watson and Sarah Moore from PFM Financial Advisors, LLC

**Call to Order:** President Bordner called the meeting to order at 6:08 PM

**Approval of / Amendment of Agenda:** A motion was made to amend the agenda to change the Strategic Planning Committee standing date and approve the agenda as amended (Bordner/Parsons). The motion was approved.

**Special Order of Business:**

A. Policy 1.21 - Oath of Office. A motion was made to approve the policy. (Parsons/Bordner) Approved.
B. The Constitutional Oath of Office was administered for all present Board Members and the Signing of Oaths was witnessed by Notary, Anne Richards.

**Guest / Public Comment:** None

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

**Review and Approval of June 17, 2026 Board Minutes:** A motion was made to approve the minutes from June (Parsons/Bordner). The motion was approved.

**Review of Financial Reports:** All is on track at this point in the fiscal year. A motion was made to accept the reports (Bordner/Beard). The reports were accepted.

**Friends of the Library Report:** FOL did not meet over the summer. FOL President, Stevie Brinkerhoff, is planning a yard sale in which all proceeds will benefit the Friends of the Library.

**Director's Report:** The Director summarized recent Library activities for the Board. The complete report can be found on the Library website.

**Committee Reports:**

A. Budget and Finance : Justin Reynolds, Chair ; Kristine Parsons, Trustee ; Lori Beard, Trustee : Written report was provided to the Board prior to the meeting. No additional discussion or questions were raised.
B. Personnel : Lori Beard, Chair ; Dane Richards, Trustee ; Danielle Soltys, Trustees : Written report was provided to the Board prior to the meeting. No additional discussion or questions were raised.
C. Technology and Facilities : Kristine Parsons, Chair ; Justin Reynolds, Trustee ; Lori Beard, Trustee : Trustee Parsons provided an oral report regarding security cameras, the building restoration project, parking lot repairs, master plan meetings, an A/C repair, and building keys. No additional discussion or questions were raised.
D. Policy Committee : Chris Cupper, Chair ; Dane Richards, Trustee ; Monica Bordner, Trustee : Written report was provided to the Board prior to the meeting. No additional discussion or questions were raised.
E. Strategic Planning : Dane Richards, Chair ; Monica Bordner, Trustee ; Danielle Soltys, Trustee : Written report was provided to the Board prior to the meeting. No additional discussion or questions were raised.

**Old Business:**

A. The Richland Township Board approved the reappointment of Trustee Kristine Parsons and the appointment of Danielle Soltys to fill the unexpired term of former Trustee Lauren Boosi on August 18, 2026.
B. An update was provided on the parking lot repair project. The project is currently delayed.
C. The Board discussed the installation of security cameras by EPS. A motion was made to approve hiring EPS for the security camera project (Reynolds/Beard). The motion was approved.

**New Business:**

A. **Library Capital Project Financing:** Nathaniel Watson of PFM Financial Advisors, LLC provided a presentation regarding financing options for the Library's capital project.
B. **Reappointment of Trustee Monica Bordner:** A motion was made to

recommend the reappointment of Monica Bordner to the Richland Township Board (Beard/Reynolds). The motion was approved.

C. **Employee Health Insurance:** The Board reviewed proposed health insurance coverage for the Library Director and Assistant Director. A motion was made to approve health insurance coverage for the Library Director and Assistant Director (Bordner/Parsons). The motion was approved.
D. **Policy Review:** The Board reviewed the following:
    a. Personnel Manual – Librarian in Charge (LIC) Role and Responsibilities Guide
    b. Policy 6.40 – Employee Recognition Policy
    c. A motion was made to approve both items as presented (Parsons/Bordner). The motion was approved.
E. **Employee Service Recognition:** The following employees were recognized for their years of service and will receive certificates at the Staff Meeting on September 18, 2026:
    a. **10 Years:** Carrie Dunn (September 7, 2016)
    b. **5 Years or More:** Anna Merritt (February 22, 2018), Heidi Lawver (April 28, 2019), and Anne Richards (November 11, 2019)

**Action Item Review:** None.

**Adjournment:** There being no further business before the Board the meeting was adjourned at 7:18 PM. The next meeting is scheduled for September 16, 2026 at 6:00 PM.

**Respectfully submitted,**

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| **Monica Bordner** | **Anne Richards** |
| **President** | **Acting Secretary** |

**Approved: 9/16/2026**