

Richland Community Library Board Minutes June 17, 2015

Members Present: Michael Dunn, Doug Jonas, Raenell Kent, Liz Walbridge, Larry Williams

Members Absent: Stevie Brinkerhoff, Chris Cupper

Others Present: Dennis Kreps

Call to order: President Williams called the meeting to order at 6:14 PM.

Public Comment: None

Guests: Brenda Lauer

Action Item Capture: Trustee Williams will capture action items for tonight's meeting.

Review Minutes of May 20, 2014: A motion was made to approve the minutes as amended (Dunn/ Jonas). The motion was approved.

Friends of the Library Report: Brenda Lauer reported that the Friends of the Library have reimbursed the Library for the expense of the chairs which were purchased and have arrived. The Friends will also pay Stevie Brinkerhoff for Tootsie Rolls which will be disbursed at the July 4th Parade.

Financial Report: The financial report for the 8 months ending May 31 was presented to the Board for review. A motion was made to approve the financial report (Jonas/Dunn). The motion was approved.

Director's Report: A significant amount of time has been spent developing a budget for next year in concert with the Budget and Finance Committee. The Dave Coverly program was held May 28th with 85 attending. This was the final program in the Meet Michigan Authors series for 2014-2015. On-line registration worked well for this event. Planning and budgeting meetings will begin in early June for the 2015-2016 program year.

The exhibition of student art work from Gull Lake High School is being planned during June and July next year. Currently the Kalamazoo Area Paper Guild is exhibiting work on the Lower Level Gallery through July. A meet and greet reception is being planned. Several other artists have been scheduled as well. The final movie matinee of the season was held May 16th with 15 attending. June's movie, now on Tuesday evenings, is scheduled for June 16th.

Library staff visited Richland Elementary promoting our summer program and activities. The third annual Party in the Park is scheduled for June 17th. Special programs during the summer include , *Tom Pierce* and *Ron Loyd , the Bubble Man*. The full summer reading program is available on the Library website and is being widely distributed as well. The Book Discussion and Guitar Jam Club continue to meet regularly.

The Library will once again co-sponsor with the Township and Township Parks a "Movie in the (Township) Park" and is scheduled for August 7th. The Library will participate in the 4th of July Parade

again this year. Staff, Board and community families have all been invited to walk. Robin Nott will also be driving his car Buttercup with us again this year.

Construction in preparation for installation of the new DVD shelving is complete. The shelving is expected to be installed in mid-June. Additionally the Director met with Newman Construction to have potential projects evaluated and quoted for pricing. The Director recently attended a Lion's Club meeting at which the club donated \$500 to the Library for the purchase of large-print reading materials.

Committee Reports: The Budget and Finance, Personnel, and Policy committees met this month.

Old Business:

- a. Action Item Review – Action Items will now be put on a spreadsheet for easier updating and review. Accounting relative to designated contributions was discussed and added to the action item list (\$400 gift card, Lions Club, Rotary ...).
- b. Policies – Policies 2.30 Code of Conduct and 2.60A Rules for Meeting Room were amended to update the list of inappropriate behaviors to include e-cigarettes and other tobacco containing products. A motion was made to approve the revised policies as presented to the Board (Jonas/Dunn). The motion passed. The Fund Balance Policy was discussed and changes were tabled to allow time to meet with the accountants and as a budget committee to discuss GASB designations for the Fund Balance.
- c. 4th of July Parade – Mr. Robin Nott will drive his car in the parade while several board members and library staff walk in the parade and distribute candy.

New Business:

- a. FY 2015-2016 budget for August Adoption – The preliminary budget was presented to the Board members. One change was made. The Young Adult Programming line was changed from \$1,000 to \$2,000.
- b. Director Objectives – A draft of Director Objectives was presented to the Board and discussed. This is the first year of Director Objectives and they will be reviewed and updated periodically to reflect Board and project priorities. The Director will include two areas this year that highlight areas of interest or improvement. The Director will also initiate a self-evaluation each year (writing accomplishments against his objectives).
- c. Circulation – To date, in the 8 months of the FY 2014-1015 usage statistics for several print categories are down. These print categories are offset by increases in circulation in electronic books.
- d. Trustee expiration – Two Trustees' terms will expire this September, Chris Cupper and Larry Williams. Chris will continue on the board for another term, but Larry will rotate off the Board at completion of his term. His last meeting will be in September.
- e. Facilities – Dennis met with the Mark Jennings from the Presbyterian Church regarding sharing maintenance costs for areas used by both the Library and Church under an agreement initiated in June 2001. A verbal agreement has been reached to pay for some portion of maintenance costs incurred by the Church but that have not been invoiced in many years.
- f. Strategic Planning – Doug Jonas discussed the need for a Strategic Planning session to include some or all members of the RCL Board, Director and staff. The Library has not conducted a Strategic Planning meeting for several years. Doug created a list of potential subjects to be discussed at such a meeting and presented it to the Board to give us a springboard for discussions. An initial meeting may be held between now and the August Board meeting.

g. Sidewalk repair – Doug Jonas made a motion to authorize Dennis to solicit 3 bids to repair the uneven sidewalk next to the library building and to pay up to \$2,500 to have it repaired this year. (Kent/Williams) The motion was approved.

h. Other New Business: None

Action Item Review: Trustee Williams captured the Action Items tonight and reviewed them.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:18 PM. (Walbridge/Jonas) The motion as approved. There will not be a Board meeting in the month of July. The next meeting is scheduled for August 19, 2015 at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Raenell Kent, Trustee

Approved: August 19, 2015

