

Richland Community Library Board Minutes January 21, 2015

Members Present: Chris Cupper, Doug Jonas, Raenell Kent, Liz Walbridge, Larry Williams

Members Absent: Stevie Brinkerhoff, Michael Dunn

Others Present: Dennis Kreps

Call to order: President Williams called the meeting to order at 6:11 PM.

Public Comment: None

Guests: Ken Baker, Carol Baker, Janine Cotugno from the genealogy group. This group presented a proposal relative to the Local History Room at RCL. Their proposal addresses staffing the Local History Room on a volunteer basis.

Action Item Capture: Mrs. Kent will capture action items for tonight's meeting.

Review Minutes of November 19, 2014: Minutes from the previous meeting were presented. A motion was made to approve the minutes as presented. (Walbridge/Jonas) The motion was approved.

Friends of the Library Report: None

Financial Report: The financial report for the first 3 months of the fiscal year was presented. A motion to approve the report as presented was made. (Kent/Jonas) The motion was approved.

Director's Report: All story time programs have resumed. Movie night has been moved to Saturday afternoons through March. The next program is scheduled for January 24 at 1:00 PM. The book discussion and guitar groups continue to meet. The Joe Heywood program was very successful with more than 60 participants. The collaboration between the Gull Lake Area Rotary and RCL Friends is proving quite beneficial to the Library. Future programs have been confirmed for April (Mel Starr) and May (Dave Coverly). Catherine Stasevich displays her ceramic art work in the cases upstairs and Dave Middleton displays his charcoal and graphite drawings on the lower level. Future exhibits include Vicki VanAmeyden for March/April and the Greater Kalamazoo Paper Guild for June/July. The Director is also working with the Gull Lake High School art department to exhibit student art work in May.

The Budget and Finance Committee met January 13 to discuss the most recent Auditor's Report. They will meet with the auditors on Thursday, January 29 and then sign off on the report. The Director and staff have met to consider the process and implications of expanding the shelving for the DVD collection. The state aid report will be completed by January 23. The library software (Destiny) system upgrade has been completed; enhancements include improved response time. Three PCs are scheduled for upgrades. The staff participated in a StrengthsFinders seminar which identified strengths of individual employees.

The Director is serving a one year term as President of the Southwest Michigan Library Cooperative Board; he has also registered for two webinars and continues to meet with Christine Berro as a management consultant.

Committee Reports:

- a. Personnel:
 - i. Staff Survey: Several changes have been incorporated into the staff survey.
 - ii Personnel Manual: The library attorney has completed the review of the revised personnel manual.
- b. Budget: This committee met last week; the audit report has been drafted. The committee will meet with the auditors to review results of their audit. Their findings will be presented to the Board next month. Two signatures will be required to sign account checks. Upon recommendation of the Bookkeeper, other procedures are being developed to streamline accounting procedures.

Old Business:

- a. Action Items Review 11-21-2014: Several items have been completed while others items are being carried forward to completion.
- b. Circulation Data: An adhoc committee will meet to address weeding of the collection.
- c. Facilities update: Discussion centered around the status of the DVD collection and how to increase shelf space in an area that can be monitored. It was suggested to use the space across from the circulation desk. A motion was made to resolve space allocation for the DVD collection with creative ideas. (Jonas/Walbridge) The motion was approved and the Aesthetics Committee will meet to discuss.

New Business:

- a. 2015 Special and Regular Closings: Library closings for 2015 are proposed as follows: Saturday, July 4-Independence Day; Saturday, July 18-Art Fair Weekend; Saturday, September 5-Labor Day holiday; Friday, October 16 closing at 4 PM-GL Homecoming Parade; Wednesday, November 25-Thanksgiving Eve, closing at 2:00 PM; Thursday, November 26-Thanksgiving Day; Thursday, December 24-Christmas Eve; Friday, December 25-Christmas Day; Thursday, December 31-New Year's Eve closing at 2:00 PM; Friday, January 1, 2016-New Year's Day. A motion was made to approve these library closings for the 2015 calendar year. (Williams/Kent) The motion was approved.
- b. Personnel Manual Meeting to Schedule: The Personnel Committee will schedule a time to meet in the near future.
- c. Check policy: Treasurer Jonas presented a proposed check signing policy. New checks will be ordered with 2 signature lines. A motion was made to approve requiring 2 signatures on checks written from the 5/3 Bank account. (Williams/Walbridge) The motion was approved. A motion was made to approve policy 6.16 addressing a check signing policy. (Williams/Kent) The motion was approved. This policy will take effect March 1, 2015, pending notification of 5/3, receipt of new checks and shredding of old checks.
- d. Performance Objective 9: Modifications were made to objective 9 and modifications were made to parameters on Survey Monkey. A motion was made to approve modifications to objective 9. (Copper/Jonas) The motion was approved.
- e. Other New Business: None

Action Item Review: Action items were reviewed from the meeting this evening.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:15 PM. (Kent/Cupper) The motion was approved. The next meeting is scheduled for February 18, 2015 at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Chris Cupper, Secretary

Approved: February 18, 2015