

Richland Community Library Board Minutes September 16, 2015

Members Present: Stevie Brinkerhoff, Chris Cupper, Doug Jonas (left at 8:25 PM), Liz Walbridge, Larry Williams

Members Absent: Michael Dunn, Raenell Kent

Others Present: Dennis Kreps

Call to Order: President Williams called the meeting to order at 6:18 PM.

Public Comment: None

Guests: Lynn Balcom and Ellen Hoyt — RCL employees

Action Item Capture: Ms. Brinkerhoff will capture action items for tonight's meeting.

Review Minutes of August 19, 2015: Minutes from the previous meeting presented for review by the Board. A motion was made to approve the minutes as amended. (Brinkerhoff/Walbridge) The motion was approved.

Friends of the Library Report: The next round of visiting authors was discussed.

Financial Report:

- a. September Financials: The financial reports were presented for review by the Board. They include the report of revenues and expenses, investments and the general ledger. A motion to approve the reports was made. (Walbridge/Jonas) The motion was approved.
- b. Amend 2014/2015 Budget : Specific line items were adjusted to reflect actual expenditures at the end of the FY. A motion to approve the adjustments was made. (Cupper/Jonas) The motion was approved.

Director's Report: Fall programming has resumed for children. Other programs and activities for adults include: author Sharon Bluhm will discuss her biography of American abstract artist Manierre Dawson (September 15); a canine companion trainer will talk about dogs as assistance dogs; (September 24), WMU professor Brian Wilson will discuss his new biography of Dr. John Harvey Kellogg (October 15). Jackie Stasevich is currently exhibiting ceramics on the upper level. The Director is currently negotiating with authors in planing the next round of the Michigan Authors series. The next movie night is scheduled for September 19. Book discussion and Guitar Jam Club programs continue on their regularly monthly schedules. TAB met recently and painted the back wall of the Teen Room in the library.

The Director and Bookkeeper are preparing for the annual audit, which will likely be scheduled in November. We have advertised an opening for a Circulation Desk Clerk and have received several qualified candidates. Mrs. Balcom has returned from a medical leave and the Library is once again

fully staffed. MelCat will be unavailable to Michigan patrons November 18 - December 11 while servers are being relocated.

Recent meetings for the Director include the Board Personnel Committee, staff managers, RCL staff, Rotary and Christine Berro.

Committee Reports:

- a. Personnel:
 - i. Extended Library Hours: A on-line survey will be available to patrons about extending Saturday hours. A hard copy version will be available at the circulation desk.
- b. Communication: None
- c. Other Committee Reports: The Aesthetics Committee will meet before the October meeting.

Old Business:

- a. Action Items Review - August 19, 2015: Non-resident fees were researched.
- b. Facilities Projects - Sidewalk Repair: Two more concrete bids will be solicited before winter sets in.
- c. Trustee Recruiting: Ms. Brinkerhoff and Mrs. Walbridge will approach prospective board members to gauge their interest in serving on the Board.
- d. Church Parking Lot: President Williams sent a letter to the Presbyterian Church regarding billing for top coating the back parking lot and appropriate invoicing for previous work.

New Business:

- a. Director's Review: A motion was made to move into a closed session at 8:45 PM to discuss the Director's review. (Brinkerhoff/Walbridge) The motion was approved. The meeting moved out of closed session at 9:17 PM.
- b. Staff Review-Salary Increases: Proposed salary increases were discussed.
- c. Annual Staff/Volunteer recognition event-Monday, Nov. 2: The annual staff/volunteer recognition is set for Monday, November 2nd, 6:00 PM at the Brinkerhoff residence. There are no service milestones to recognize this year. A formal invitation will be forthcoming.
- d. October Organization meeting for FY 2015-16 (officers and committees):
 - i. Presiding Officer – Mrs. Walbridge will preside at the October meeting.
 - ii. Election of Officers for 2015-16: Election of officers will take place at the October meeting.
 - iii. Committee re-alignment: This will take place at the October meeting.
 - iv. Board member update: See above under Old Business.
- e. Trustee expirations for 2015-2016 Terms of service for Ms. Brinkerhoff and Mrs. Kent are due to expire next year.
- f. By-law Article I Section 4 - Dunn A motion was made to nullify the termination of Trustee Dunn. (Brinkerhoff/Cupper) The motion was approved.

- g. Extended Library Hours - See above under Committee reports.
- h. Other new business - None.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:18 PM. (Brinkerhoff/Walbridge) The motion was approved. The next meeting is scheduled for October 21, 2015 at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Chris Cupper, Secretary

Approved: October 21, 2015