

Richland Community Library Board Minutes
November 16, 2016

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

Members Absent: None

Others Present: Dennis Kreps, Mrs. Jasiak (at 6:50 PM; left at 8:13 PM)

Call to Order: President Kent called the meeting to order at 6:04 PM.

Approval/Amendment of Agenda: A motion was made to amend the agenda to include the annual Director review under New Business. (Walbridge/Czerney) The motion was approved.

Guests/Public Comment: None

Action Item Capture: Vice-President Walbridge will capture action items for tonight's meeting.

Review and approval of October 19, 2016 Minutes: Minutes from the previous meeting were presented for review and Board approval. A motion was made to approve the minutes. (Cupper/Krawczyk) The motion was approved. Minutes from the August budget meeting as presented to the public were presented to the Board for review and approval. A motion was made to approve the minutes as presented. (Jonas/Howley-O'Brien) The motion was approved.

Review of the Financial Reports: Financial reports were presented for the month of November, with an overview presented by Mr. Jonas. A motion was made to approve the financial reports as presented. (Czerney/Walbridge) The motion was approved.

Friends of the Library Report: None.

Library Director's Report: Pastel painter Tracy Klinesteker's artist reception is scheduled for Tuesday, November 15. Her paintings will be exhibited through December. The Library will again be hosting local antiques appraiser Tony Lorenz on November 17. The program is sponsored by the RCL Friends of the Library, and will follow its annual membership meeting. Ms. Parker-Carter continues with the monthly books discussion program; Guitar Jam Club and the Teen Advisory Board (TAB)

continue to meet on a regular basis. The Library will again be a central site for the community annual Wassailing event, December 1st.

We are in the process of filling a vacancy for a part-time Circulation Desk Clerk, the goal being to have the position filled by mid to late November. Mr. Martin has announced his retirement commencing mid-December. A potential bookkeeper candidate has been interviewed with the goal to be on board by mid-November. Mrs. Jasiak has announced her retirement as well, effective December 31, 2016.

The annual audit is scheduled for Monday, November 28. A reception is planned to thank our volunteers. RCL Board members will be invited as well as the Friends of RCL. The event is scheduled for mid-December.

Holiday related programs and events are being planned. The Director continues to participate in an executive director's peer group organized by *Kalamazoo OnePlace*. The next meeting is scheduled for December 8. During the past month the Director met with the RCL staff, Meet Michigan Authors Collaborative Advisory Board, Rotary and the local Lions Club.

Committee Reports: The Personnel Committee met to address the format of the Director's review, and met again with the Director to address the review.

Old Business:

- a. Facilities Projects- Update:
 - i: Building Assessment: The Director will move forward to hire Flook Construction. Estimates are that the assessment will take 3 days.
 - ii: Front Door: Three written bids have been received for replacement of the front door and sidelights. The Facilities Committee will meet with the Director to discuss this project.
- b. Community Survey-distribution and timeline: Printing/processing of the mailer will cost just over \$500 printed and bundled when it goes to the post office. A suggestion was made to hold off until after first of the year for the mailing. Hard copies of the survey will be available at the Library. The upcoming survey can be promoted at Wassailing, on the TV monitor, and on the marquee in the park.
- c. Board Member Training/Orientation with Thom Andrews from *Kalamazoo OnePlace*: This Board training is scheduled for Wednesday, December 14 at 6:30 PM.
- d. Audit scheduled-Monday, November 28: Our Bookkeeper Phil Martin and Sallie Tallon (Phil's replacement) will both be present at the audit.
- e. Committee Assignments: Board personnel and committees will be re-aligned.

New Business:

- a. Library Holiday Closing: By Board policy the Library will be closed on December 24th. A motion was made to close the library at 1:00 PM on December 31st, (Howley-O'Brien/Czerney) The motion was approved.
- b. Event for Library Volunteers and Friends: This annual event will be held December 9th at the Library. Kitchen House will cater the event.
- c. Staff Update (retirements, etc.): Mary Jasiak, Children's Librarian has announced her intention to retire December 31, 2016.
- d. Director's Review: A motion was made to go into closed session at 8:24 PM. (Czerney/Walbridge) The motion was approved. Motion to move back into open session at 8:35 PM. (Czerney/Jonas) The motion was approved.
- e. Other New Business: None

Action Item Review: Action items from tonight's meeting were reviewed.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:45 PM. (Walbridge/Jonas) The next meeting is scheduled for January 18, 2017. Per Board policy, there is no Board meeting in July and December.

Respectfully submitted:

Raenell Kent, President

Chris Cupper, Secretary

Approved: January 18, 2017