

## Richland Community Library Board Minutes October 21, 2015

- Members Present:** Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Doug Jonas, Raenell Kent, Liz Walbridge
- Members Absent:** None
- Others Present:** Dennis Kreps
- Guests:** Tim Czerney, Phil Martin, RCL Bookkeeper, Lynn Balcom, RCL employee, Karen Goebel, RCL employee (arrived at 7:05 PM)
- Call to Order:** Vice President Walbridge called the meeting to order at 6:04 PM.
- Action Item Capture:** Mrs. Kent will capture action items for tonight's meeting.
- Public Comment/Guests:** None

**Review Minutes of September 16, 2015:** Minutes from the previous meeting were presented for Board approval. A motion was made to approve the minutes as amended. (Brinkerhoff/Kent) The motion was approved.

**Friends of the Library Report:** None

### **Financial Report - Year End:**

- a. 2014-15 Budget Discussion: The Bookkeeper recommended re-figuring last years budget to reflect actual expenditures for salaries. Budget Committee will make recommendations on the adjustment to 2014-15 budget. A motion was made to approve the financial report. (Kent/Dunn) The motion was approved.

**Director's Report:** Programs presented recently in the library include author Sharon Bluhm, biographer of Manierre Dawson; Canine Companions for Independence and Brian Wilson, biographer of Dr. John Harvey Kellogg. The first installment of the Meet Michigan Authors Collaborative series for 2015-2016 is Jerry Dennis. His book *The Living Great Lakes* was last year's Kalamazoo Community Read selection. His program is scheduled for Thursday, November 5th at 7:00 PM. An ad was submitted to The Communicator and flyers are being distributed locally and to all standard media outlets. Antiques appraiser Tony Lorentz will return for the Richland version of Antiques Roadshow Thursday, November 19th. Paul Mergen whose wall hangings are done mostly in metals, is exhibiting in October and November with an artist reception November 10th. The works of Jackie Stasevich will continue to be shown in the upstairs display through October. Book Discussion and Guitar Jam Club continue to meet regularly. Teen Advisory Board (TAB) members also met earlier this month. The Director continues to meet with the Bookkeeper in preparation for the annual audit which will likely take place in November. Staff salary increases have been implemented effective October 16th. Staff reviews are currently being completed. Cheryl Rose has resigned her position; interviews for her replacement are being

held. Mrs. Hoyt has been named to the RIDES Advisory Board (MelCat delivery service). MelCat will be unavailable November 18-December 11 while servers are being relocated. The Director is now a member of the Richland area Lions Club.

**Committee Reports:** Personnel: Several edits were suggested in the Personnel Manual which will be referred to the Personnel Committee for their consideration.

**Old Business:**

- a. Action Items Review: The Communications Committee will meet soon to consider extending operating hours and a planning meeting. to implement extending hours of operation.
- b. Board/Staff/Volunteer Appreciation: Stevie and Rob Brinkerhoff will host this annual event at their home November 2nd at 6:00 PM.
- c. Facilities update: Based on available information, the Director recommended awarding the bid for concrete replacement to Benson Concrete. A motion was made to support this recommendation in the amount of \$2900.00. (Jonas/Brinkerhoff) The motion was approved.
- d. Personnel Update  
Extended hours planning — Table this item until next meeting.
- e. Trustee Update Table this item.

**New Business:**

- a. Audit Preparation - Initial agreement with Siegfried Crandall PC is complete. The audit will begin November 9th.
- b. Staff Reviews - This is expected to be complete by the end of the month.
- c. Liability Insurance Policy: Our current policy expires Nov. 1, 2015. A new policy proposal was received. A motion to accept the new policy proposal effective November 1, 2015 was made. (Kent/Brinkerhoff) The motion was approved.
- d. Director Salary - Personnel Committee A motion was made to move into closed session at 7:40 PM. (Brinkerhoff/Kent) The motion was approved. A motion was made to move out of closed session at 7:45 PM. (Brinkerhoff/Dunn) The motion was approved.
- e. 2015-16 Officers and Committees - Nominations A motion was made to nominate Michael Dunn as President. (Cupper/Brinkerhoff) The motion was approved. A motion was made to nominate Liz Walbridge as Vice President. (Brinkerhoff/Dunn) The motion was approved. A motion was made to nominate Doug Jonas as Treasurer. (Brinkerhoff/Kent) The motion was approved. A motion was made to nominate Chris Cupper as Secretary. (Dunn/Kent) The motion was approved. All nominees were elected to their respective positions by a unanimous vote.
- f. Other New Business Individual invitations to the November 2nd recognition dinner were distributed.

**New Action Item Review:** Items generated from this meeting were reviewed by the Board.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 7:58 PM. (Cupper/Brinkerhoff) The motion was approved. The next scheduled meeting is November 18, 2015 at 6:00 PM.

**Respectfully submitted,**

**Liz Walbridge, Vice-President**

**Chris Cupper, Secretary**

**Approved: November 18, 2015**