

## **Richland Community Library Board Minutes February 18, 2015**

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

**Members Absent:** Stevie Brinkerhoff

**Others Present:** Dennis Kreps

**Call to order:** President Williams called the meeting to order at 6:09 PM.

**Public Comment:** None

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

**Guests:** None

**Review Minutes of January 21, 2015:** Minutes from the previous meeting were presented. A motion was made to approve the minutes as amended. (Kent/Walbridge) The motion was approved.

**Friends of the Library Report:** None

**Financial Report:** The financial reports which were presented to the Board include the statement of revenues and expenses for the four months ending January 31, as well as the general ledger and disbursements for the month of January. A motion was made to approve the financial report as presented. (Jonas/Kent) The motion was approved.

**Director's Report:** The Director and Bookkeeper met with the auditors January 29 and have officially signed off on the report. SiegfriedCrandall will make a presentation to the Board on the audit. The Director met with the Aesthetics Committee to discuss options and analysis relative to new shelving for the DVD collection. Traffic flow and display space were also addressed. The state mandated state aid report has been submitted. This report is required to receive state aid. The Richland Chapter of the Kalamazoo Areas Runners Club met for the first time in our library on February 5th. We are pleased to serve the community in this way.

The Saturday Movie Matinee was held January 24th with 19 in attendance. The next movie matinee is scheduled for February 21st. Parents have expressed enthusiasm about the Saturday timing. Plans for the summer reading program are being developed. Guitar Club and Book Discussion groups continue to meet. As part of the Meet Michigan Authors Collaborative programs, Mel Starr is confirmed for Wednesday, April 1st and Dave Coverly for as yet an undetermined date in May.

Dave Middleton is exhibiting his work on the lower level until the end of February. Vicki VanAmeijden (mixed media) is scheduled for March/April and the Greater Kalamazoo Paper Guild is scheduled for June/July. The Director continues to work with Gull Lake High School to bring an exhibit of student work in May.

The Director met with the Personnel Committee February 16th to discuss results of the staff survey. The Director also met with the library management team to discuss various relevant items. A rotation for supervision of after hours programs has been developed through June. The Director serves as

President of the Southwest Michigan Library Cooperative Board. Topics included law and libraries' non-profit status, State Aid Reports, and availability of small (\$1000) grants for member libraries. Meetings with Christine Berro continue twice monthly.

**Committee Reports:**

- a. Aesthetics: This committee met recently. All agreed additional shelving is needed for DVDs in front of circulation desk. Ideas were brainstormed for re-configuring various public areas of the library. Burroughs Corp. will supply the shelving.
- b. Circulation: This committee met to consider overall circulation statistics. It was determined ebook circulation is up for OverDrive overall; in other formats, circulation is down. MelCat is also making an impact on service and circulation. There is a need to contact other libraries to understand how they handle MelCat, collection development, space allocation. The goal is to make better use of our space, not to increase circulation statistics. We need to determine needed shelf space for the DVD collection. A motion was made to accept proposals from Burroughs Corp. and Newman Construction to complete the DVD shelving project and to approve the necessary funding: Burroughs Corp-\$4443.23 and Newman Construction-\$4179.64. (Kent/Dunn) The motion was approved.
- c. Personnel: This report was tabled.
- d. Budget/Audit: This report was tabled.

**Old Business:**

- a. Action Item Review: This item was tabled.
- b. Check Policy: Treasurer Jonas presented a proposed Check Signing Policy for consideration by the Board. This would require all checks be signed by two people, with no pre-signed checks. The following are authorized to sign checks: Board President, Board Treasurer Budget Committee member, Director and Bookkeeper.
- c. Staff Survey: The staff survey was distributed to Board members.
- d. Other Old Business: The Director and appropriate staff will consider a proposal made by Ken Baker regarding volunteers staffing the local history room, making it more accessible to the public.
- e. DVD Shelving: This items was discussed as above in Committee Reports.

**New Business:**

- a. Staff Survey: This item was tabled.
- b. W-2 Forms/Paycor: Revised W2s are being generated and should be in the hands of the employees this week. Paycor has acknowledged their error in generating the original forms.
- c. 5<sup>th</sup>/3<sup>rd</sup> Letter: A formal letter has been drafted which authorizes Trustee Kent and the Director to sign checks on behalf of the Library.
- b. Other New Business: Trustee Walbridge noted the Dolly Parton Imagination Library participates in an early childhood literacy program which may be of interest to the Library.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:28 PM. (Jonas/Walbridge) The motion was approved. The next meeting is scheduled for March 18, 2015, at 6:00 PM.

**Respectfully submitted:**

**Larry Williams, President**

**Chris Cupper, Secretary**

**Approved: March 18, 2015**