

**Richland Community Library Board Minutes**  
**October 17, 2012**

**Members present:** Cynthia Berg, Stevie Brinkerhoff, Chris Cupper, Judy Hobson,  
Doug Jonas, Larry Williams

**Members Absent:** Raenell Kent

**Others Present:** Kay LaPierre

**Call to Order:** President Williams called the meeting to order at 6:08 PM.

**Welcome Stevie Brinkerhoff:** Ms. Brinkerhoff was officially welcomed to the Board. She is a long-time resident of the Village.

**Public comment:** None

**Guests:** Mrs. Drouin, as a representative of the Township, brought information relative to a grant proposal. Based on results of a recent survey conducted by the Township, the expansion of public parks is desired by the community. A grant proposal to enhance our community parks and recreation and the connectivity to existing public pathways will be submitted to the Department of Natural Resources. The Township is asking for the support of the Board in this matter. President Williams agreed to write a letter to the Township in support of this grant proposal on behalf of the board.

**Review minutes of September 19, 2012:** Minutes from the previous meeting were presented to the Board for their review. A motion was made to approve the minutes as presented. (Berg/Hobson) The motion was approved.

**Friends of the Library report:** The annual meeting of FOL is slated for Thursday November 1st at 7:00 PM. Scheduled is a presentation by the League of Women Voters prior to the national election. FOL President Pat Crane indicated the suspension of the annual book sale for next year and an altered meeting schedule. The business portion of the November 1st meeting will begin at 6:30 PM.

**Financial Report:** The statement of revenues and expenses for the twelve months ending September 30th was presented and examined. Disbursements for the month of September were also examined. A motion was made to approve the financial reports as presented. (Jonas/Berg) The motion was approved.

**Director's Report:** Local poet John Rybicki read from his book *When All the World is Old* on September 20th. Mrs. Carter facilitated the October book discussion of *A History of the World in 6 Glasses* on October 11th. Mrs. Jasiak has invited our local firemen to visit the Children's Dept. on October 19th. We have received favorable comments on our new monitor near the circulation desk. During the recent high school homecoming, we closed at 4:00 PM owing to the parade traffic and congestion in front of and behind the library.

The Director met with the RCL Friends on Sept. 29. She expressed the desire to bring more art exhibits/displays into the Library. In a supportive gesture, the FOL voted to donate \$5,000.00 to the Library for this purpose. Rich Anderson has been contacted to discuss plans to construct a

display case. The Ted Hartleb Agency has reviewed and updated our insurance package. The Director met with the Performing Arts Foundation and The Southwest Michigan Library Cooperative on October 11th. Mrs. Goebel, Mrs. Hoyt and Mrs. Balcom will attend a supervisor workshop on October 22nd. Mrs. Drouin and the Director are scheduled to meet with the auditors on Monday, November 5th.

**Committee Reports:** The Personnel Committee met recently and looked over revised job descriptions for library personnel.

**Old Business:**

- a. Board/Staff volunteer appreciation: The annual staff appreciation gathering is scheduled for Monday, Nov. 5, 2012, beginning at 5:45 PM. Mission Point will cater the event.
- b. November Board meeting date: In order to avoid a conflict with the Thanksgiving holiday in November, the Board will meet Thursday, November 15th at 6:00 PM.

**New business:**

- a. 2012-2013 Officers: Officers for the coming year are as follows: President--Larry Williams; Vice-President--Cynthia Berg; Treasurer--Doug Jonas; Secretary--Chris Cupper. Doug Jonas should be added as an authorized signature on all bank accounts. Outgoing treasurer, Raenell Kent should be removed as a signature.
- b. 2012-2013 Committee assignments: Committee assignments have been restructured for the coming year.
- c. Landscaping bid: The required gate is mandatory, but is not included in the landscaping bid. There was a motion to table this landscaping project until the new Director is in place. (Williams/Jonas) The motion was approved and will revert to the Facilities Committee for further consideration.
- d. Bid for replacement server: Two bids were received from (Tony) Clark Tech Services to upgrade and replace our server. This can be installed by end of November. A motion was made to accept the combined bids of \$30,397.14. (Williams/Cupper) The motion was approved.
- e. Library Director Search Discussion: Most libraries in our class have health insurance as a minimum for the Director. It is felt the lack of fringe benefits may negatively impact our search for a Director. The Director will contact our insurance company, identifying what the options are; this item will be further addressed at our November meeting. A timeline has been developed for the search. Wording of the job posting was refined; it will be posted on-line in the near future.
- f. Other new business: None

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 9:10 PM. (Hobson/Jonas) The motion was approved. The next meeting is scheduled for Wednesday, November 15, at 6:00 PM.

**Respectfully submitted,**

**Chris Cupper, Secretary Larry Williams, President**