

**Richland Community Library Board Minutes  
November 15, 2012**

**Members Present:** Cindy Berg, Stevie Brinkerhoff, Chris Cupper, Judy Hobson, Doug Jonas, Raenell Kent, Larry Williams

**Members Absent:** None

**Others Present:** Kay LaPierre

**Call to Order:** President Williams called the meeting to order at 6:07 PM.

**Public Comment:** None

**Guests:** None

**Review minutes of October 17, 2012:** Minutes from the previous meeting were presented for approval as amended. A motion was made to approve the minutes as presented. (Hobson/Jonas) The motion was approved.

**Friends of the Library Report:** The recent presentation by the League of Women Voters addressed the upcoming federal election and the state proposals.

**Financial Report:** The statement of revenues and expenses for the month of October was presented for review by the Board. The statement of disbursements for the month of October was also presented. A motion was made to approve the financial reports as presented. (Berg/Kent) The motion was approved.

**Director's Report:** Mrs. Carter facilitated the November book discussion of *Inheritance*, (Lan Chang) on November 8th. Mrs. Drouin and the Director met with our auditors on November 5th. Components for the new server have arrived; we are making room for this larger rack in the server room. Ms. Klunder has submitted her resignation. A position has been posted as a temporary part-time clerk position. As co-chair of the Wassailing committee, Mrs. Jasiak will attend the next RABA meeting on November 20th.

The Director recently discussed staffing and insurance issues with several local directors of libraries with budgets comparable to RCL; attended a Performing Arts Foundation meeting on November 13th, met with Rich Andersen to discuss types of display cases we would like to consider for displaying sculpture and 3-dimensional art, and spent time cleaning out old files while staying in compliance with Michigan library retention laws.

The Genealogy group will meet Thursday morning, November 15th. Wassailing will take place on Thursday, December 6th. Floy Latham, Gull Lake High School band director will send small ensembles to play in front of the fireplace during Wassailing. Mrs. Carter will host the December book discussion of *The Invisible Thread* (Laura

Schroff) on Thursday, December 13th. Santa's annual visit will take place on Saturday, December 15th at 10:00 AM. The Director has suggested patron usage be monitored on the Friday and Saturday after Thanksgiving, and to consider the impact closing on those days might have on patrons. Although Saturday, December 29th is not on our normal holiday closings list, the Director recommends we close that Saturday based on previous years' patronage on winter holiday weekends.

**Committee Reports:**

- a. Director Search: The board met on Saturday, November 10th. Geoff Lansky of the Hartleb Agency advised the Board on the possible changes and implications to a health insurance policy for the new Director. The job posting was revised with consideration to health insurance benefits and a revised base salary. A motion was made to approve this revision. (Williams/Jonas) The motion was approved.
- b. Other: None

**Old Business:** A form letter was circulated amongst the Board which supports a proposed grant benefiting the parks and recreation of Richland Township. This letter can be sent by individual citizens or organizations in support for the Township as they apply for grant monies.

**New Business:**

- a. Library Director Search Discussion: The particulars of upcoming interviews for the Library Director was addressed. Included in the discussion was protocol for the interviews, what to provide for the interview candidates, what questions to ask and dates and times of the interviews. It was also suggested a staff member give candidates a library tour prior to their interview.
- b. Other New Business: The Director presented a bid from Rich Andersen for the construction of display cases. Design options were also discussed. A motion was made to approve up to \$5,000.00 for the construction of display cases. (Jonas/Berg) The motion was approved.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:35 PM. (Williams/Hobson) There is no scheduled meeting in December. The next meeting is scheduled for January 16, 2013 at 6:00 PM.

**Respectfully submitted,**

**Chris Cupper, Secretary**

**Larry Williams, President**