

## **Richland Community Library Board Minutes November 18, 2009**

**Members present:** Cindy Berg, Jill Gould, Judy Hobson, Raenell Kent, Larry Williams

**Members absent:** Patrice Mindock, Chris Cupper

**Others present:** Kay LaPierre, Pat Crane

**Call to order:** Vice President Williams called the meeting to order at 7:00 PM.

**Public Comment:** None

**Guests:** Jeanne Grubb, Donor Relations Officer - Kalamazoo Community Foundation

The director invited Ms. Grubb to speak to the library board about the merits of funding an endowment. The fund could be started with contributions by the Friends of the Library. Ms. Grubb explained the process of creating an endowment and how income is disbursed from the fund. The fund would be managed under the stewardship of the Kalamazoo Community Foundation. The endowment fund could be started with \$15,000, but additional funding would be required to reach \$50,000 before it would be eligible to disburse income. The endowment fund is charged a yearly management fee and income from the principal would be distributed according to an appropriate spending rule. Income distribution would be reduced if the endowment fund investment results did not produce income for the fund. The board moved to table further discussion on the endowment fund pending further research into the matter. (Hobson/Gould) The motion to table passed.

**Review minutes of October 21, 2009:** Minutes from the October 21, 2009 board meeting were accepted as presented. (Gould/Berg)

**Friends of the Library Report:** The FOL annual meeting was held November 10<sup>th</sup>. New officers were elected for the coming year and the Chef from the local Café, *Confections*, demonstrated dessert making for the attendees. The Friends will support activities at the Library for Wassailing on December 3<sup>rd</sup>, including book sales and snacks for those in attendance.

**Financial Report:** Monthly disbursements for the month of October were reviewed. The monthly financial report was approved as presented. (Gould/Berg)

**Director's Report:** On October 22<sup>nd</sup>, Sue Carter facilitated a book discussion on the book, *Sharing 3 Cups of Tea* by Greg Mortenson. The *Sharing 3 Cups of Tea* event brought in local and non-local visitors. The library received many positive comments and the gratitude of many for our role in helping this event succeed. The annual Staff

and Volunteer Appreciation evening was held November 2<sup>nd</sup> at the Park Club and was enjoyed by those attending. Planning for the new circulation desk continued this month. Amended drafts of the drawings for the new circulation desk were reviewed with the two builders. Flooring options were discussed with Howland Flooring and Migala's Carpet. The director attended the MLA's Fall Conference and Public Policy Meeting in Lansing. The director met with Evelyn Holzwarth of Hastings Public Library, and discussed cleaning and technical support services. The library will participate in Richland's *Wassailing 2009*, on Thursday, December 3<sup>rd</sup>. Mary Jasiak has arranged for dancers from Daisy's Dance Studio, and for musicians from the Gull Lake High School Band to perform in the library.

**Committee Reports:** Trustee Kent (Aesthetics/Gifts) reported on meeting with Chris Gobble where she learned about a website that may help in finding a "Memory Book" to record donations and gifts made to the library. The Strategic Planning and Facilities Committees met before the regularly scheduled board meeting and reviewed drawings and proposals put forward by Hawks Hollow Builders and by Andersen's Kitchens & Floors. The committees agreed to recommend working with Andersen's Kitchen and Floors for construction of the new circulation desk because of favorable pricing relative to the Hawks Hollow estimate. The committee also took into consideration positive references made on behalf of Mr. Andersen by several customers. Mr. Anderson also provided the library with a sample of his custom drawer work. The Facilities Committee agreed to recommend that the exterior locks on the library doors be replaced and that a new key policy be drafted to manage access and usage of library keys. Cleaning services will transition at the first of the year to a new provider.

**Old Business:**

- a. None.

**New Business:**

- a. Resolution on MERS Uniform Defined Contribution Program Adoption Agreement
  - (1). Retirement contributions provided for 25-hour, year-round, employees.
  - (2). A 5% aggregate lump sum, based on 5% X years served (25 hours, year-round employee) as a first contribution.
  - (3). Motion put forward to clarify certain details of the MERS Defined Contribution plan including 100% vesting after one year, not allowing borrowing against contributions, allowing rollover into the retirement fund from other employer plans. Motion passed (Gould/Hobson),
  - (4). Trustee Hobson motioned to adopt the Resolution on the MERS Defined Contribution Agreement. The board adopted the resolution by a roll call vote – unanimous in favor of adoption.
- b. Resolution on MERS Revised Uniform Defined Contribution Program  
Resolution Trustee Berg motioned to adopt the MERS Revised Uniform Defined

Contribution Program. The Board adopted the resolution by a roll call vote – unanimous in favor of adoption.

c. Circulation Desk Bid

The Facilities and Strategic Planning committees recommended hiring Andersen Kitchen and Floors to build the Circulation Desk for \$7350. A motion was put forward to follow this recommendation (Kent/Hobson). The Motion Passed.

d. Endowment fund / Kalamazoo Community Foundation

This item was tabled in earlier discussion.

e. Outside locks replacement

The Facilities and Strategic Planning committees recommended changing the locks on the five exterior library doors and writing a new policy to manage access to exterior door keys. Lock replacement is expected to cost less than \$1000. A motion was made to follow the recommendation of the committee (Hobson/Kent). The Motion Passed.

f. Cleaning contract discussion

The Facilities and Strategic Planning committee recommended hiring Rosie St. Clair to provide cleaning services to the library after the contract ends with Two Moms and a Mop in December 2009. A motion was put forward to follow this recommendation (Gould/Hobson). The Motion Passed.

g. Other new business. None.

**Adjournment:** There being no further business before the Board, the meeting was adjourned at 8:48 PM. There is no regularly scheduled December board meeting. The next board meeting will be January 20, 2010 at 7:00 p.m. (Gould/Hobson)

**Respectfully submitted:**

**Raenell Kent, Treasurer**  
**Larry Williams, Vice President**

**Patrice Mindock, President**