

Richland Community Library Board Minutes October 15, 2014

Members Present: Stevie Brinkerhoff, Chris Cupper, Doug Jonas, Raenell Kent, Liz Walbridge, Larry Williams

Members Absent: Michael Dunn

Others Present: Dennis Kreps

Guests: None

Call to Order: President Williams called the meeting to order at 6:11 PM.

New Action Item Capture: Ms. Brinkerhoff will capture action items for tonight's meeting.

Public Comment/Guests: None

Review Minutes of September 17, 2014: Minutes from the September meeting were presented for consideration. A motion was made to approve the minutes as amended. (Jonas/Brinkerhoff). The motion was approved.

Friends of the Library Report: A program on antique appraisal and research will be presented on November 5th by Tony Lorenz. Additionally, the election of FOL officers for the coming year will take place at next meeting on November 13th.

Financial Report – Year End: The year-end unaudited financial report of revenues and expenses was presented for Board consideration. A motion was made to approve the financial report as presented. (Jonas/Kent) The motion was approved.

Director's Report: Author/illustrator David Small and author Sarah Stewart presented a program on October 8th with 70 people attending. This presentation was a collaborative effort between the RCL, the Friends of RCL, Gull Lake Area Rotary Club and the Croasdale Family. The Library looks forward to future collaborations. The Director visited Gull Lake Middle School, visiting with Chris Cupper and Richland Elementary, visiting with Cindy Roberts. We discussed future collaborative efforts between RCL and Gull Lake Community Schools.

Programs in the near future include Michigan State Paranormal Investigators on October 30th; antique appraisals and research by Tony Lorenz on November 5th, and local author Joe Heywood on January 14th. Book discussion, Guitar Club, story times and Movie Night continue as on-going programs. Art exhibits in the near future include Larry Smith (bird photography) and Michael Kifer (ceramics). Future exhibits are being scheduled for late 2014 and into 2015. The Teen Advisory Board (TAB) continues assisting with various Library activities including the 40th anniversary celebration and the visit by David Small and Sarah Stewart.

Staff reviews have been completed and salary adjustments are in place for FY 2014-2015. Meetings to develop annual goals and objectives are being scheduled with staff for October. The Director and

Bookkeeper are collaborating on the auditor's checklist in preparation for a visit November 10th. A staff in-service workshop is being scheduled utilizing the Strength-Finders tool.

The Director met with Christine Berro on September 29th and October 13th; discussions included staff management, communication techniques, time management and processes. The Director met with the Meet Michigan Authors committee to discuss collaborative efforts and with Geoff Lansky of the Hartleb Agency to discuss insurance and liability needs. The renewal date for the insurance policy is November 1st. RCL was represented at the local "Community Visioning Group" and discussing possibilities for collaboration with Richland area organizations. The Director also provided musical interludes at the Rotary Spaghetti Dinner Fundraiser on October 6th. Projects by Newman Construction have been completed and paid for, additional DVD shelving and flooring replacement projects are being considered; the fire/smoke alarm system was tested and approved by Simplex/Grinnell on October 3rd.

Committee Reports:

Old Business:

- a. Action Items Review: Mr. Dunn will provide a flash drive of photographs taken at the 40th Anniversary celebration; Drew Frank will edit pictures on the flash drive and post them to the library website. Mrs. Kent will notify Mr. Jonas and the Director the name of lending institutions which currently offer 2% on CDs.
- b. Audit Preparation: The Director and Bookkeeper will confer on preparation for meeting with the auditors.
- c. Board/Staff/Volunteer appreciation – November 3: The annual staff/volunteer appreciation will take place at Brinkerhoff residence at 6:00 PM. Catering will be provided by Liz's.
- d. Facilities update: The Director will authorize payment of the final bill to Newman Construction. Some minor items will be attended to.
- e. Personnel update: The Personnel manual has been updated. The Director will turn it over to our attorney for perusal, discrepancies and refinement.
- f. Staff Milestones – Lynn and Maranda: Lynn Balcom will celebrate a 10 year service anniversary; Maranda Glas will celebrate a 5 year service anniversary. Their service will be acknowledged at the November 3rd annual staff recognition.
- g. Committee Meetings: The Finance Committee met on Sept. 26. Attending was the Director, the Bookkeeper and Trustee Jonas. Several items focus on streamlining tracking of Library finances. Being considered are consolidating some of the banking accounts, working with an investment institution and check signing. It was determined check signing should be a two person function which will provide better internal control. New checks will be ordered allowing for two people to sign checks. These talks are on-going.

New Business:

- a. Thank you note to the Library Board from Joan Split: A note of thanks from Joan Split has been received. The Founding Director acknowledged all the effort that went into celebrating the 40th anniversary of RCL.
- b. Staff Reviews: Reviews have been completed. A goal for this year is to build salaries at the lower end of the pay scale.
- c. Strategic Planning: This item will be tabled until next month.
- d. PA 198 and Zoetis Improvements

- i. Tuesday October 21, 2014 Hearing – Richland Twp.: Expansion of the Richland site which will translate into higher taxes.
- e. 2014-15 Officers and Committees: A motion was made to elect Larry Williams as President. (Jonas/Brinkerhoff) The motion was approved. A motion was made to elect Liz Walbridge as Vice President. (Brinkerhoff/Kent) The motion was approved. A motion was made to elect Chris Cupper as Secretary. (Williams/Walbridge) The motion was approved. A motion was made to elect Doug Jonas as Treasurer. (Brinkerhoff/Kent) The motion was approved. Several committee assignments were also revised.
- f. Insurance: Insurance agent Geoff Lansky will discuss increased coverage and premiums in the near future.
- g. Other New Business: None.

New Action Item Review: Dennis: Look into the digital media part of the expense sheet: verify specifics of \$ transfers with Phil; determine master key location for non LIC staff members; contact other library directors for dual signature policy; ask Kay for background to Carol Hawk and Miller endowments; create certificates for Maranda (5yrs) and Lynn (10 yrs); contact Phil to pay Newman Construction balance.

Stevie: Drop off at Township request to post info on 10/30 Paranormal program and 11/5 antique appraisal program.

Larry: Obtain gift certificates for Lynn and Maranda; add dual signature policy to Nov. agenda.

Doug & Dennis: Work with Phil to develop a dual signature policy.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:52 PM. (Kent/Walbridge) The motion was approved. The next meeting is scheduled for November 18, 2014 at 6:00 PM.

Respectfully submitted:

Larry Williams, President

Chris Cupper, Secretary

Approved: November 19, 2014