

Richland Community Library Board Meeting Minutes

January 15, 2014

Members Present: Cynthia Berg, Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Raenell Kent, Larry Williams

Members Absent: Doug Jonas

Others Present: Dennis Kreps

Call to order : President Williams called the meeting to order at 6:10 PM.

Public Comment: None

Guests: None

Review minutes of November 20, 2013: Minutes from the previous meeting were presented to the Board. A motion was made to approve the minutes as presented. (Cupper/Kent) The motion was approved.

Friends of the Library Report: None

Financial Report: The financial report of revenues and expenses was presented for the three months ending December 31, 2013. A motion was made to approve the financial report as presented. (Dunn/Kent) The motion was approved.

Director's Report: MiLibraryCard (successor to MichiCard) is now operational and follows similar guidelines as MichiCard. To date, participating libraries include Augusta, Comstock, Galesburg and Richland. Information on property boundaries and financial responsibility is on file in the Director's office. Snow/winter maintenance is being done by Stap Brothers. Bob Prentice will direct the "smoothing" projects in the spring. The Library participated in the annual Wassailing event and was a major venue. We hosted a holiday movie event December 17th; Mrs. Parker-Carter continued with the monthly book discussion group. Mrs. Jasiak conducted an "edible tree" craft program; Santa visited the Library December 14th.

Committee Reports:

- a. Finance Workshop: The second part of the financial workshop is set for Saturday, January 25th, 9:00 - 10:30 AM.
- b. Personnel: Discussion is continuing on rolling over accumulated employee vacation days to the following calendar year.
- c. Policy: A rough draft of the revised open meetings act policy was presented to the Board.

Old Business:

- d. Action Items Review 11/20/2013: Items from the previous meeting were completed.
- e. Staffing update: Interviews are going on this week with 4 candidates for the circulation clerk opening.
- f. Open Meetings: The revised copy of this policy was presented to the Board. The Director will make additional revisions and present it to the Board next month for approval.
- g. Facilities Update: The Director will contact the Presbyterian Church to inquire if they have a bonded handyman.
- h. 2014 Special and Regular Closings: The Saturday before Easter is an unpaid holiday and the library is closed. A motion to was made to remain open Saturday on Easter weekend, and Saturday on Memorial Day weekend for this year. (Williams/Dunn) The motion was approved. The Director will look into financial implications of adding extra hours for the staff. The Budget Committee will look into the costs involved of being open until 4 PM on Sat. This will be revisited in a year to discuss the impact of these extra hours.

New Business:

- i. Web site -- Suggested inclusions for the website include job opportunities and staff updates as well as acknowledgement of the RCL 40th anniversary in 2014.
- j. Other New Business: Several ideas were presented which would celebrate the 40th anniversary of RCL this year.

Action Item Review: The Director will follow up on locating bonded workers at RCL and will also update the RCL website. The Budget Committee will research the financial impact of extended operating hours.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:00 PM. (Brinkerhoff/Kent) The motion was approved. The next Board meeting is scheduled for Wednesday, February 19, 2014 at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Chris Cupper, Secretary

Approved: February 19, 2014

