

Richland Community Library Board Minutes June 18, 2014

Members Present: Cynthia Berg, Stevie Brinkerhoff, Chris Cupper, Michael Dunn (left at 9:01 PM), Raenell Kent (left at 7:45 PM), Larry Williams

Members Absent: Doug Jonas

Others Present: Dennis Kreps

Call to Order: President Williams called the meeting to order at 6:15 PM.

Public Comment: None

Guests: Brenda Lauer, FOL; Dianne Woods, FOL; Phil Martin

Action Item Capture: Ms. Brinkerhoff will capture action items for this meeting.

Review Board Minutes of May 21, 2014 and Facilities Meeting May 31, 2014: Minutes from May 21, 2014 were presented. A motion to approve the minutes was made. (Dunn/Berg) The motion was approved. Minutes from the May 31, 2014 meeting were presented. A motion was made to approve the minutes. (Brinkerhoff/Kent) The motion was approved.

New Accountant Phil Martin: The Director introduced Phil Martin. Mr. Martin indicated we will continue to outsource payroll functions. Mr. Martin is interested in streamlining some of the financial functions. This will make them seem less complicated.

Friends of the Library Report: The FOL will pay for the RCL banner to be carried at the parade.

Financial Report: Revenues and expenses for the 8 months ending May 31, 2014 was presented. Additionally, cash disbursements for the month of May were presented. A motion was made to approve the financial report as presented. (Dunn/Kent) The motion was approved.

Director's Report: Phil Martin has transitioned well into the bookkeeper position. He is fully authorized to conduct all assigned duties. Outsourcing payroll is going smoothly. The staff now has the ability to access personal pay information electronically and print pay stubs. Ashley Bowler has submitted her resignation and has accepted a full time position at KVCC. The posted advertisement for her replacement emphasizes activities and collections for teens and the availability for work on the weekends.

Anniversary celebration activities are being promoted in an ad published in the *GLCS Communicator* and as also been submitted to *Gull Lake/Richland Lifestyle* magazine for an upcoming article. The RCL Friends are assisting in promotional activities as well. Joan Split is being consulted as to the timing for a September anniversary celebration.

This month the Director met with the Friends of the Library Board, planning for the annual book sale, 40th anniversary activities and recruiting new members. He also met with some Board committees: Personnel, Facilities and Budget.

The calendar for the summer reading program is being widely distributed. The program officially begins June 18 with the *Party in the Park*. Celebrity readers from the community have been engaged for the occasion. Movie nights are scheduled for June 17 and July 15. The Director continues to coordinate the guitar Jam Club through the summer. The first meeting of the Teen Advisory Board was quite successful; we have already enlisted their help with other projects and events. Ms Glas and Ms. Bowler are congratulated for their efforts with TAB.

Committee Reports:

- a. Budget: The Budget Committee met on May 31 and June 12.
- b. Facilities: This committee met June 18.
- c. Personnel: This committee met May 28 and June 16.
 - i. Board Training: On May 24 Shirley Bruursema of the Kent District Library met with the Board to conduct a workshop on the role of a library trustee.
- d. Other Committee Reports: None

Old Business:

- a. Art Policy Approval: A newly revised art policy was presented which outlines a contract with the artist. A motion was made to approved the new policy (Berg/Brinkerhoff) The motion was approved.

New Business:

- a. FY2014-15 budget for August Adoption: A preliminary budget was presented for Board review. A motion to approve the budget which will be presented in August for public review was made. (Berg/Dunn) The motion was approved.
- b. Facilities: A revised bid received has been received from Joe Newman. This bid includes an egress stairway, window repair, concrete repairs, new railing and painting of all associated surfaces. A motion was made to accept the revised bid for \$9224.53. (Williams/Brinkerhoff) The motion was approved.
- c. Personnel Committee report: A motion was made to move into closed session at 8:02 PM. (Cupper/Dunn) The motion was approved. A motion was made to resume in open session at 9:07 PM. (Berg/Brinkerhoff) The motion was approved.
- d. New Trustee List: Board members have been asked to think about possible new Board members owing the the expiration of Mrs. Berg's term in October.
- e. Other New Business: Robin Nott (and his 1964 Chevelle Buttercup) has agreed to provide transportation in the 4th of July parade for interested Board members. Joan Split has been contacted regarding a date for the 40th anniversary celebration in the fall.

Action Item Review: All action items were reviewed and were accomplished.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:31 PM. (Berg/Brinkerhoff) The motion was approved. There is no Board meeting in July. The next scheduled meeting is August 20, 2014 at 6:00 PM.

Respectfully submitted,

Larry Williams, President

Chris Cupper, Secretary

Approved: August 20, 2014