

Richland Community Library Board Minutes August 20, 2014

Members Present: Cindy 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 : Dianne Woods, FOL President

Action Item Capture: Cindy Berg will capture action items for this meeting.

Budget Discussion: A motion was made to modify the budget for the elevator upgrade and to remove the elevator upgrade item from the budget and add the upgrade to the facilities line of the assigned fund balance. (Williams/Berg) The motion was approved.

Public Hearing of RCL FY 2014-15 Budget: No questions were brought up for discussion on the budget. The budget hearing was closed at 6:18 PM.

Review minutes:

- a. Board - June 18, 2014: A motion was made to approve the minutes as presented. (Dunn/Brinkerhoff) The motion was approved.
- b. Special Facilities – July 9, 2014: A motion was made to approve the minutes as presented. (Berg/Cupper) The motion was approved.

Friends of the Library Report: None

Financial Report:

- a. July/August: Financial reports for June and July were presented. A motion was made to approve the June report (Dunn/Berg) The motion was approved. A motion was made to approve the July financial report (Kent/Brinkerhoff) The motion was approved. A question was raised as to the difference in utilities expenditures in June and July. This will be looked into.

Director's Report for June/July: The new Circulation Clerk has been hired. Jenni Chase has completed the training and is acclimating to the RCL environment. A summer shelver has been hired; Lizzie Jones has proven to be a hard worker and a quick learner. Outsourcing payroll has required some adjustments, but in general is working smoothly. The summer reading program is complete; all programs were well attended.

Ms. Glas continues to do a great job with the Teen Advisory Board (TAB). This group has participated in several library activities: (DVD release party, Party in the Park, the annual book sale, and the 4th of July parade). New furniture has been selected for the Teen Room. Movie night continues to be

successful with 65 participants. RCL joined forces with Richland Township in hosting the classic movie *The Wizard of Oz* in the township park. Ms. Carter's book discussion group and Guitar Club continue with their regular meetings.

Significant time has been spent in planning our 40th anniversary celebration. Joan Split served as Grand Marshall for the 4th of July Parade with Board, staff and TAB walking or riding in the parade on behalf of the Library. Plans for a public reception are also developing. Postcards and flyers have been printed and are being distributed. This reception will also be advertised in the GLCS Communicator and the RACC Newsletter. A press release has also been sent to mlive.com. The reception is scheduled for September 13 from 1:00 - 3:00 PM.

The Friends of the Library netted over \$800 from the annual book sale. Assisting in the sale was a local boy scout troop, TAB as well as the Friends.

The Director met with the Kalamazoo Community Foundation regarding collaboration on programs and reciprocal promotion of programs. The Director has met several times with Rotary members (including Pete Graham) in a collaborative effort to organize and implement a series of author talks. Authors are currently being sought, scheduling is being considered, with a goal of the first program taking place this fall. The Library will host the Richland Area Writers Circle for a panel discussion of local authors entitled "So You Want to Self-Publish." This is scheduled for August 28th, 7:00 - 9:00 PM.

Newman Construction is proceeding with several projects in and around the Library. Elevator inspection has been completed and is approved for current use. Capital project budgeting for an upgrade is on hold for the time being. The fire/smoke alarm system is fully functional. The Director is receiving cost estimates for a system upgrade. Modernistic cleaned the carpets August 16th. A one year contract has been signed with Griffin Pest Control to treat pests (mainly ants).

Committee Reports :

- a. Aesthetics: It was determined that a list of what has been publicly showcased in the past year and what is planned for future displays should be created.
- b. Communication: See 40th anniversary celebration below.
- c. Facilities: The stairs to the downstairs patio are finished with exception of a handrail. Flower plantings are in place. The elevator has been updated and re-certified.
- d. Personnel: No report.

Old Business:

- a. Action Items from June 18, 2014 Board Meeting: Action items from this meeting are complete.
- b. Elevator Update: See above Facilities report.
- c. 40th Anniversary: Invitations have been printed, and are being addressed; FOL donated \$700 for printing expenses and cookies; a Facebook presence will be created; a powerpoint presentation will be created by Drew Frank; TAB members will model clothing from the 70s during the September reception.

Trustee Recruiting Update: It was determined spouses serving on the Board at the same time may present some potential problems. Prospective new Board trustees are welcome to attend and observe at the September meeting.

Other Old Business: The art policy has been updated, approved and distributed.

New Business:

- a. Budget Adoption for 2014-15: The budget for next year was presented in a public hearing. A motion was made to adopt the budget presented earlier in the meeting. (Kent/Brinkerhoff). The motion was approved.
- b. Set debt millage rate for 2014-15 (0.26): A motion was made to establish the debt millage rate for next year at 0.26. (Berg/Dunn) The motion was approved.
- c. Set operating millage rate for 2014-15 (0.8255): A motion was made to set the operating millage rate for next year at 0.8255. (Kent/Cupper) The motion was approved.
- d. Acknowledgment Letters: A policy will be established to acknowledge monetary donations to RCL.
- e. Photocopier: A motion was made to purchase a Toshiba photocopier based on research by the Director. (Williams/Kent) The motion was approved.
- f. Committee Switch Dunn/Jonas on Personnel/Policy: It was recommended that Mr. Dunn move to the Personnel Committee; it was recommended Mr. Jonas move to the Policy Committee. A motion was made to accept these transfers. (Brinkerhoff/Berg) The motion was approved.
- g. Director Review: A motion was made to go into closed session at 8:11 PM. All present consented, with no nays. A written evaluation was reviewed by the Board. A motion was made to go out of closed session at 9:16 PM (Berg/Dunn). The motion was approved.
- h. Other New Business: None

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:17 PM (Dunn/Berg) The motion was approved. The next scheduled meeting is September 17, 2014 at 6:00 PM.

Respectfully submitted:

Larry Williams, President

Chris Cupper, Secretary

Approved: September 17, 2014