

Richland Community Library Board Minutes September 19, 2012

Members present: Cynthia Berg, Chris Cupper, Judy Hobson, Doug Jonas, Raenell Kent, Patrice Mindock, Larry Williams

Members absent: None

Others present: Kay LaPierre

Call to order: President Williams called the meeting to order at 6:12 PM.

Public Comment: None

Guests: None

Review minutes of August 15, 2012: Minutes from the previous meeting were presented. A motion was made to approve the minutes as presented. (Hobson/Berg) The motion was approved.

Friends of the Library Report: The FOL will meet September 29th to determine the focus of FOL in the future.

Financial Report: Current financial reports were presented. This included the statement of revenues and expenses for the eleven months ending August 31st, and a statement of disbursements for the month of August. A motion was made to approve the financial reports as presented. (Kent/Jonas) The motion was approved.

Director's Report: Mrs. Carter facilitated the August book discussion of *Someone Knows My Name* on August 9th. She also facilitated the September book discussion of *Strangers at the Feast* on September 13th. Wednesday Wiggles and Preschool Story Times began again on September 4th. Andrew Frank began working part time on August 31st. Mrs. Hoyt has moved upstairs to the staff workroom. A backlist of fiction/mystery series and travel titles has been ordered. Mrs. Jasiak and Mrs. Carter have new computers this month, replacing aged units. Carpets have been cleaned and Modernistic Carpet Cleaning did an outstanding job of getting the spots out of our carpets. The Director attended a Performing Arts Foundation meeting on September 11th. Staff reviews have been accomplished. At a staff meeting, collaborative team assignments for the various responsibility areas of the library were discussed. The Director attended a RABA meeting on September 18th.

Committee Reports: The Personnel Committee met recently to review existing job descriptions. The Aesthetics Committee reports quite favorably on the nice variety of recent art exhibits.

Old Business: None

New Business:

- a. November Meeting Date-- A motion was made to change the date of the November. Board meeting to November 15th to accommodate the Thanksgiving holiday. (Williams/Jonas) The motion was approved. The Director will notify the Township and Village, and post the change on the Library bulletin board and on the Library website.
- b. TLN Adult Services Workshop-- A workshop is slated for Wednesday, October 3rd in Plymouth to address the future of libraries in light of the electronic explosion and e-books. Mr. Williams and Mrs. Cupper will attend.
- c. October Board Meeting (10/17) - Organizational meeting for FY 2012-2013 -- President Williams will circulate a document indicating officers and committee assignments for the coming year. Other Trustees are asked to consider on which committees they would like to serve.
- d. Annual Staff/Volunteer Recognition event -- The proposed date for this annual event is either November 5th or November 12th. Catering options are being considered. Mrs. Hobson and Mrs. Berg will co-chair this event and will be assisted by Mrs. Kent.
- e. Trustee Expirations 2012-13. Mrs. Mindock will finish her tenure on the Board at the conclusion to this meeting. Mrs. Kent has expressed interest in extending her tenure on the Board. Mrs. Hobson's term will expire next year.
- f. Director's Annual Review. The President read a letter on the occasion of the annual review; the letter will be placed in the personnel file. An excellent review was realized.
- g. Director Search --Planning and Perspectives. Criteria for the next successful candidate was discussed. The successful candidate must be people oriented, able to make connections with the community, have a business/financial background, budgetary experience, 3-5 years management experience. The Board would like to contact class 3-4 libraries that have recently hired new directors to learn of their experiences in the hiring of a new director. What assets does RCL have to offer the successful candidate and how do we package ourselves to a potential new director are topics which need to be explored.
- h. Other New Business--None

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 8:27 PM. (Berg/Hobson) The motion was approved. A strategic planning meeting to discuss the new director hiring is scheduled in the Local History room on October 13th at 9:00 AM. The next meeting is scheduled for October 17th at 6:00 PM.

Respectfully submitted,

Chris Cupper, Secretary Larry Williams, President