

## **Richland Community Library Board Minutes September 21, 2016**

**Members Present:** Stevie Brinkerhoff, Chris Cupper, Tim Czerney, Doug Jonas, Raenell Kent, Tom Krawczyk

**Members Absent:** Liz Walbridge

**Others Present:** Dennis Kreps

**Call to Order:** President Kent called the meeting to order at 6:09 PM.

**Approval/Amendment of Agenda:** A motion was made to add Policy Committee to Committee Reports. (Cupper/Czerney) The motion was approved.

**Guests/Public Comment:** Brenda Lauer attended the meeting representing the FOL.

**Action item Capture:** Ms. Brinkerhoff will capture action items for tonight's meeting.

**Review and Approval of August 17, 2016 Minutes:** A motion was made to approve the minutes as amended. (Czerney/Brinkerhoff) The motion was approved.

**Review of the Financial Reports:** A motion for a revised format for the financial reports was proposed by Treasurer Jonas. (Czerney/Brinkerhoff) The motion was approved.

**Friends of the Library Report:** Brenda Lauer reports next meeting. is on September 30th. FOL cleared a little less than \$800 from the annual book sale. Needs of the Library are communicated through the Director to FOL and his presence at FOL meetings.

**Library Director's Report:** Local painter Suzanne Siegel will be exhibiting September-October. Her "meet the artist" reception was held September 15. Live music was provided. Pastel painter Tracy Klinesteker's realistic and landscape paintings will exhibit in the Library in November and December. A member of the community has donated (and will purchase) a painting for the Library in memory of Pat Rapp. Works from several local artists are being considered, one of which will be selected for purchase.

Nearly 200 children and teens registered for the summer reading program; over 1,000 people attended Library programs and performances. We hosted a family movie night on August 23rd (*Angry Birds*). Mrs. Hoyt coordinated a presentation by Tom Dietz, local historian and Curator Emeritus from the Kalamazoo Valley Museum on September 15. His program focused on the history of Richland Township and was attended by 43 people.

Book Discussion, Guitar Jam Club and Teen Advisory Board continue to meet regularly. We have added two new staff members to the circulation desk. Lindsay Norris started August 15th and Carrie Dunn started September 8th. Welcome Lindsay and Carrie.

Acknowledgment and thanks to the RCL staff for all their hard work this summer. Amidst the typical increase in activity our summer reading program brings, the Library was short-staffed for much of the summer. Annual staff evaluations are scheduled for the last week in September.

We are receiving bids for facilities related projects (downstairs flooring, front door replacement and re-design, building audit) and have found it challenging. A third bid for the building audit should be forthcoming soon. The search for suitable contractors is being expanded for contractors for the other two jobs. The Director has joined an executive director's peer group hosted by *Kalamazoo OnePlace* on September 15th. This group includes executive director's from a variety of local organizations and companies. Meetings over the part month included RCL staff and managers, Meet Michigan Authors Collaborative Advisory Board, and the Richland Rotary and Lions.

**Committee Reports:**

- a. Personnel: Staff report As above
- b. Policy Committee: A revised policy on the community room use with an addition of 2 items was presented. After some discussion the revised policy was referred back to the Policy Committee for further consideration.

**Old Business:**

- a. Facilities update: The building audit has 2 concrete proposals. The Director will meet with Miller Davis this week. They will provide an assessment/cost estimate. The Director will check with other libraries on how they handle the situation of facilities assessment. A recommendation based on the three bids will be made.
- b. Safety Deposit Box - update: Our local bank, 5/3, will graciously donate cost of the safety deposit box as a service to the Library.
- c. Community Survey - implementation and distribution: We are looking at alternative ways through the post office and mailing services to distribute the survey to area residents.
- d. Technology Plan - update: We are looking at options and costs associated with changing copier services, re-configuring printers and a replacement cycle for all library computers.
- e. Training/Orientation for Board Members: This program will be presented by Thom Andrews and *Kalamazoo OnePlace*. It was suggested this workshop be held in December when we do not meet. Thom Andrews will be contacted to determine his availability.
- f. Board Vacancy and Slate of Officers: Tom Krawczyk is welcomed to the Board at tonight's meeting. Mrs. Cupper and Mr. Jonas expressed interest in continuing in their respective positions. Several Board members suggested members of the community who expressed interest in serving on the Board.

**New Business:**

- a. Staff Recognition/appreciation: A change in format for this event was considered.
- b. Liability Insurance - annual renewal: Geoff Lansky of the Ted Hartleb Agency will be contacted for some clarification on the most recent proposal for insurance.
- c. Village Council: process for filling board positions: The Township Clerk contacted the Library Director to inquire about the process for nominating new Library Board members.

**Action Item Review:** Items from tonight's meeting were reviewed.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 8:15 PM. The next meeting is scheduled for October 19, 2016 at 6:00 PM.

**Respectfully submitted:**

**Raenell Kent, President**

**Chris Cupper, Secretary**

**Approved:** October 19, 2016

