

## **Richland Community Library Board Meeting August 19, 2015**

**Members Present:** Stevie Brinkerhoff, Chris Cupper, Michael Dunn, Doug Jonas, Raenell Kent, Liz Walbridge, Larry Williams

**Members Absent:** None

**Others Present:** Dennis Kreps

**Call to Order:** President Williams called the meeting to order at 6:11 PM.

**Public Comment:** None

**Guests:** None

**Action Item Capture:** Mrs. Kent will capture action items for tonight's meeting. We will explore the use of a Google Docs format in the coming months.

**Budget Discussion:** Trustee Jonas presented the proposed budget for FY 2015-16, with explanations of some of the details.

**Public Hearing of RCL FY 2015-16 Budget:** The public hearing of the budget was opened to the public at 6:31 PM; no public was present. The public hearing of the budget closed at 6:40 PM.

**Review Minutes from Regular Board Meeting June 17, 2015:** Minutes from the previous meeting were presented for review by the Board. A motion was made to approve the minutes as amended. (Kent/Brinkerhoff) The motion was approved.

**Friends of the Library Report:** None.

### **Financial Report:**

- a. July/August: The financial reports for July and August were presented, and included expenses, revenues and disbursements. A motion was made to approve the reports as presented. (Walbridge/Jonas) The motion was approved.

**Director's Report:** The summer reading program has concluded with many successful programs and significant activity in the library. Some programs were developed and conducted by the library staff; other programs were presented by others outside the library. Again this year the Township and the library co-sponsored a movie in the township park and was open to the public. Michael Dunn is currently exhibiting his work on the lower level during August and September. Linda Kekic displayed her fused glass and jewelry in the upstairs display cases during July. Various displays were scheduled through February 2016. The Book Discussion and Guitar Jam Club programs have met regularly over the summer.

The Bookkeeper and Director met to discuss refining special case accounts and will meet with the Budget and Finance Committee to discuss details of implementing appropriate changes. The Director met with the

Budget and Finance committee to develop the 2015-16 budget which will be presented at the August Board meeting.

We currently have a position open for a Shelver. Applications have been received and interviews will be conducted mid/late August. Mrs. Balcom is currently on medical leave. She will likely resume her work by mid to late August. The Friends of RCL conducted their annual book sale during the art fair in July. Although inclement weather hindered the event, community members expressed appreciation for the event and also helped with the cleanup. Two Boy Scout troops assisted in the moving of boxes and also loaned tents. We appreciate their assistance.

The Director will continue as President of the Southwest Michigan Library Cooperative Board for the 2015-2016 year. He also met with the Personnel Committee, Budget and Finance Committee, RCL staff and Staff Managers, the Rotary Club and Christine Berro.

### **Committee Reports:**

- b. Aesthetics- This committee will meet in September.
- c. Communication- This committee will meet before the September Board meeting.
- d. Facilities- This committee will meet before the September Board meeting.
- e. Personnel- The revised Personnel Manual has been completed and will be presented at the September Board meeting.

### **Old Business:**

- f. Facilities- Detailed plans, rationale and cost for Sidewalk repairs- Quotes have been received from Atlas Concrete and Newman Construction which are quite different from each other. A third quote will be solicited. The Director will confirm consistent scope of work for all estimates.
- g. Trustee Recruiting Update- Trustee Cupper was approved by township to continue her service on the Board.
- h. Other Old Business- None.

### **New Business:**

- i. Circulation Update
- j. Budget Adoption for 2015-16- A motion was made to adopt the budget for FY 2015-16 as presented and corrected. (Kent/Walbridge) The motion was approved.
- k. Set debt millage rate for 2015-16- A motion was made to set a debt millage rate of 0.20 for next year (0.26 last year). (Walbridge/Brinkerhoff) The motion was approved.
- l. Set operating millage rate for 2015-16- A motion was made to set the operating millage rate for next year at 0.8255. (Brinkerhoff/Dunn) This rate is the same as this year. The motion was approved.
- m. Director Review—Documents relative to the Director evaluation are due to President Williams by Sunday night, August 23rd.
- n. Google Docs- Trustee Walbridge will refine transition to this for the next meeting.
- o. Other New Business: An honorarium for Robin Nott for his participation in the 4th of July parade was suggested; possible dates for the annual staff appreciation dinner are Nov. 2 and Nov. 9th.

**Review Action Items:** Trustee Kent reviewed action items generated at this meeting.

**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 September 16, 2015 at 6:00 PM.

**Respectfully submitted,**

**Larry Williams, President**

**Chris Cupper, Secretary**

**Approved: September 16, 2015**