

Richland Community Library Board Minutes

April 18, 2018

Members Present: Chris Cupper, Anne Howley-O'Brien, Doug Jonas (at 7:05 PM), Raenell Kent, Tom Krawczyk, Liz Walbridge

Members Absent: Tim Czerney

Others Present: Larry Williams

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

Approval/Amendment of Agenda: A motion was made to approve the agenda as amended. (Kent/Howley-O'Brien) The motion was approved.

Guests/Public Comment: None

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

Review and Approval of April 12 meeting minutes: A motion was made to approve the minutes as presented. (Kent/Howley-O'Brien) The motion was approved.

Review of the Financial Reports: Financial reports were presented by Larry Williams in the absence of Doug Jonas. A motion to accept the financial reports was made. (Walbridge/Krawczyk) The reports were accepted.

Friends of the Library Report: There is no report.

Library Director's Report:

- a. Bookkeeper Update: Mr. Carl is acclimating quickly to his new Bookkeeper position.
- b. Transition Update: Mr. Williams is taking care of things as they present themselves. Bids have been received from Otis Elevator and McNally Elevator for replacement/update of the elevator. Timeline is yet to be determined.

Committee Reports:

- a. Budget and Finance: Doug Jonas, Chair: There is no report. The next meeting is scheduled for April 25th.
- b. Personnel: Tom Krawczyk, Chair: There is no report
- c. Technology & Facilities: Liz Walbridge, Chair: A walk-through has been conducted with Ms. Merritt and Mr. Williams. An itemized list has been generated for general maintenance. This list will also be compared to the Flook report.
- d. Policy Committee: Chris Cupper, Chair: There is no report. The Committee will meet April 25th.

Old Business:

- a. Director transition: See above the Library Director's Report.

- b. Director Search: Board discussed results from the several interviews. A motion was made to conduct a second interview with candidates #5, #7 and #8. (Cupper/Jonas) The motion was approved. Date and time of the interviews to be determined. The Board will reimburse travel expenses not to exceed \$150.00 and will make hotel arrangements as needed.

New Business:

- a. Summer Programs /Teen Position: It is proposed that 2 part time summer positions be created totaling 20 hours; these positions will assist with the summer programming and other library duties during the low staffing summer. A motion was made to support creating these two new summer positions. (Walbridge/Kent) The motion was approved.
- b. Summer Program: This was tabled until the May meeting.

Action Item Review: Ms. Walbridge reviewed action items for this meeting.

Adjournment: There being no further business before the Board, a motion was made to adjourn the meeting at 9:02 PM. (Kent/Howley-O'Brien) The next regular meeting is scheduled for May 16, 2018 at 6:00 PM.

Respectfully submitted,

Tom Krawczyk, President

Chris Cupper, Secretary

Approved: May 16, 2018