

## **Richland Community Library Board Minutes September 18, 2013**

**Members Present:** Cindy Berg, Stevie Brinkerhoff, Chris Cupper, Judy Hobson, Doug Jonas, Raenell Kent (left at 6:45), Larry Williams

**Members Absent:** None

**Others Present:** Dennis Kreps, Brenda Lauer

**Call to order:** President Williams called the meeting to order at 6:08 PM.

**Public Comment:** None

**Guests:** None

**Review minutes of August 21, 2013:** Minutes from the previous meeting were presented with some corrections. A motion was made to approve the minutes with corrections. (Hobson/Brinkerhoff). The motion was approved.

**Friends of the Library Report:** Ms. Lauer, representing the Friends of the Library, expressed the desire to make a donation to the RCL. Suggestions for purchases include furniture for the teen room, landscaping improvements, a laptop computer and a movie screen.

**Financial Report:** The financial report itemizing the revenues and expenses for the eleven months ending August 31st was presented for review. The Director indicated as we come to the end of the current fiscal year, we are in good financial shape, being under budget on most items. A motion was made to approve the financial report as presented. (Jonas/Kent) The motion was approved.

**Director's Report:** Talks on a reciprocal borrowing agreement continue, trying to determine how to meet patron needs in lieu of the expiration of the Michi-card program. That program will expire at the end of December. Several staff members have registered for a MelCat/Inter-library loan workshop. The Stamp Club continues to meet in the Library. A meeting with the Presbyterian Church has been scheduled to discuss property lines and easements. The Director is developing a songbook for Rotary as well as participating in fundraisers and service projects. The guitar club, ukulele group and public movie nights continue to bring the community into our library. The Director also met with Geoff Lansky to review RCL's liability and property insurance. Distributed to each staff member was paperwork required to comply with the Affordable Health Care Act regarding insurance marketplace options.

### **Committee Reports:**

- a. Building Committee: A list of things that need attention outside and inside the library paint is being generated. We are paying attention to items which need repairing, replacing, or updating.
- b. Other Committee Reports : None

### **Old Business:**

- a. New Trustee – Michael Dunn: Mr. Dunn was approved to be the new Trustee at the Sept. 17th meeting of Richland Township. Beginning with the October meeting, Mr. Dunn will replace Mrs. Hobson as a Trustee. Mrs. Hobson is thanked for her many

contributions as a Board member.

- b. Finance Workshop: Mrs. Drouin will present financial information to interested Board members on a date agreeable to all. Among items to be discussed will be a possible future library millage.
- c. Logo Update: Suggestions and opinions of the staff and Board will be presented to the graphic designer for revision.
- d. Circulation Policy Update: A proposed revised circulation policy was presented to the Board. A motion was made to approve the new circulation policy. (Williams/Jonas) The motion was approved.

**New Business:**

- a. October Board Meeting (10/16) - Organization meeting for FY 2013-14 (officers and committees). New committee assignments will be determined.
  - i. Trustee expirations for 2013-14: Trustees Berg and Jonas term of service will expire at the end of next fiscal year.
- b. Annual Staff/Volunteer recognition event: Possible dates for the annual staff/volunteer recognition evening are Monday, Nov. 4th or 11th at the Ladies Library Association in downtown Kalamazoo. Staff will be asked as to their availability on those dates.
- c. Library Closing Time Friday, Oct 4, 2013 Homecoming: A motion to close at 4 PM on October 4th was made. (Jonas/Cupper) The motion was approved.
- d. Policies
  - i. Open Meetings: A new policy is needed which will be posted in several areas in the library President Williams will e-mail a rough draft of a proposed policy to Mrs. Cupper.
  - ii. Personnel Manual Review: The Director will e-mail this document to Mrs. Cupper to present to the policy committee.
- e. New Director Workshop: The Director will attend this workshop tomorrow at the State Library in Lansing.
- f. Other new business: Mrs. Balcom has cut back her work hours to half time. The other hours are being absorbed by other employees.

**Action Items/Review:** Ms. Brinkerhoff will e-mail a list of action items that is generated at each meeting.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 7:48 PM. (Berg/Jonas) The motion was approved. The next meeting is scheduled for Wednesday, October 16th at 6:00 PM.

**Respectfully submitted,**

**Chris Cupper, Secretary**

**Larry Williams, President**

