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AGENDA
RICHLAND LIBRARY
BOARD OF TRUSTEES MEETING
1431 ASSEMBLY STREET, BOARD ROOM
December 8, 2025
5:30 PM

A regular meeting of the Richland Library Board of Trustees was held on Monday, October 13, 2025, at 5:30 p.m.

Board of Trustees Present:

Erin Johnson, Chair
Brenda B. Branich, Vice-Chair
Tyson K. Brown, Secretary
David Campbell
Valerie Byrd Fort
Burlean Moses
Lee Rambo
Chelsea Richard
*Jon Robertson, Absent with Notice

Library Representatives Present:

Tamara King, Executive Director
Georgia Coleman, COO
Mike Bassford, Director of Finance
Phillip Windsor, Board Librarian
Wanda Taylor, Executive Assistant

Also Attending: Executive Director Emeritus, C. David Warren; Tina Gills, Devin Osbey; Michael Tran; Heather Barry; Anika Thomas; Amelia Norton; Leah Bartys; Kelly Jones; Chiquita Brooks; Mary Kate Quillivan; Sonya Montgomery; Elizabeth Barrett; Elisa Diaz; Heather McCue; Leslie Tetreault; Sarah Seegars, Crystal Mickle; Margaret Dunlap; Amy Allen; Helen Anne Rawlinson; Diane Luccy; Chris Dempster; Chris Barstow; Thomas Maluck; Jenny Dilworth; Anne Clifton-Katz; Evelyn Berry; Richard Brown; Joey LeRoy; Dee Robinson; Amy Teramoto

CALL TO ORDER

Chair, Erin Johnson called the meeting to order at 5:32 p.m.

ADOPT CONSENT AGENDA

Chair Johnson presented the consent agenda including the full agenda for the meeting and approval of the November 10, 2025 BOT minutes, and Special Called Meeting minutes of November 17, 2025. The Chair asked if anyone requested a change on the agenda. With no objections, the consent agenda was unanimously approved.

CITIZENS INPUT

There was no citizen input.

TREASURER'S REPORT

On behalf of Treasurer, Jon Robertson, Mike Bassford, Finance Director provided the report. He presented the balance sheet, the income statement, the grant income statement and the investment income report. In addition, he reported that the audit went well and the full report will be announced in the January meeting.

ITEMS OF BUSINESS

Proposed Action Items:

- A. Approval was sought for the renewal of the Financial ERP system, Tyler Technology (MUNIS) for 2025-2026.
The Executive Director requested a motion for approval.
(Motion: T. Brown; Second: B. Branic; Motion Carried)

CHAIR'S REPORT

The ED announced the presence of Executive Director Emeritus, C. David Warren, who is visiting Richland Library for the ribbon cutting event for the new children's room interactive mural wall, featuring the art of author and illustrator, Anita Lobel. Mr. Warren was instrumental in obtaining the funding and design for the current Main library. Funds made in honor of Mr. Warren funded the new addition to the children's room.

Ms. King called on Board Chair, Erin Johnson to read a proclamation for Mr. Warren at this time. Mr. Warren gave a heartfelt address to attendees.

Ms. Johnson reported she and the Executive Director have completed a 90-day check-in meeting.

The EDI Audit has been completed and an update will be provided virtually at the January BOT meeting.

EXECUTIVE DIRECTOR'S REPORT

- Diane Luccy, Manager of Business, Careers, and Research, presented the data highlights for the department.
- The Purchase and Sale Agreement has been signed. We are awaiting the final land survey and entering into the due diligence phase of the purchase. Tentative closing will be in March 2026. We will receive the Case for Purchase in January 2026. With Board approval, we will move forward with the purchase.
- The work will move forward for the Northeast Roof project. The cost will not exceed the original amount approved of \$75,000.00.
- The roles of Chief People and Culture Officer and Chief Business Officer have been posted. A new organizational chart with changes will be presented at the January meeting.
- Consultants, Beth Ruffin and Ci Ci Holloway are working to rebuild the Human Resources department and assist with EDI efforts.
- Shoutout to staff members who are being appointed to the SCLA Board. Also, Mike Bassford has been appointed to Richland County First Steps Board.

DATE OF NEXT MEETING

The next Board of Trustees meeting will be held January 12, 2026.

ADJOURN

With no further discussion, the Chair adjourned the meeting at 6:12 p.m.

Respectfully submitted, Tyson K. Brown (2025 Secretary)