

Schoolcraft Community Library Board

Minutes of Board Meeting of January 25, 2017

I MEETING: Called to order at 7:01 PM by Swiat

II ATTENDANCE: Director VanRavenswaay, Bergland, Crissman, Swiat, Willis, Brooks, Gammill and Haas, (remote).

Absent: Harrell

III Agenda: Motion by Brooks, 2nd by Crissman, for approval of the Agenda of January 25, 2017. Motion carried.

IV Minutes: Motion to approve the minutes of November 16, 2016 by Bergland, 2nd by Willis. Motion carried.

TREASURER'S REPORT: Gammill presented "Budget Status" report to the Board. A Budget adjustment based on the actual expenditures totaling , \$199,197.19, very close to projection, was proposed.

Motion by Swiat to amend the bottom line, 2nd by Brooks.

APPROVAL OF BILLS (PAYABLES):

Motion for approval to pay bills for November and December 2016 bills made by Brooks, 2nd by Crissman.

PUBLIC COMMENT: No public comments.

OLD BUSINESS:

1. Bylaws: Formal approval of amendment made by Attorney Soltis.

Motion by Bergland, 2nd by Crissman , to accept the approval.

Motion carried

2. 2017 Village Meeting Schedule: A calendar with sign up sheet was circulated by Willis. We will receive a copy as soon as it is available.

#### NEW BUSINESS:

1. New Policy for 2017 Credit Cards (Usage and Handling) VanRavenswaay reported there have been more requests to accept credit and debit cards. Discussion is ongoing.

2. Proposed Revenue and Expense Budget 2017-2018:

Gammill reported there is expected 13k-14k increase in revenue overall, with \$900.00 coming from the township, and a \$2000.00 being donated by FOL for the summer reading program.

Projected expenses include, \$6000.00 increase in payroll, a \$5000.00 expected increase in tech expenses, \$1000.00 for panic button replacement, and no current projection on outdoor work to date.

Motion made by Haas, 2nd by Crissman to accept the proposed Revenue and Expense Budget for 2017-2018. Motion Carried.

3. QSAC Expires August 2017, reviewing to take place in the spring.

4. Battle Volunteers for February 18th. Director VanRavenswaay circulated a sign up sheet for that date. Thanks to all who can participate.

5. Approval of Library Closing Dates for 2017: Feb. 18th-Battle of the Books, May 29th- Memorial Day, July 4th-, Sept. 4th- Labor Day, Nov. 22nd- close at 5pm, Nov. 23rd-24th- Thanksgiving, Dec.23rd-27th- Christmas, Jan.1st- New Years Day

Motion by Willis to approve the Library Closing Dates for 2017 as stated, 2nd by Swiat. Motion carried.

## COMMITTEE REPORTS

- \* Facilities (Brooks, Crissman, Bergland)

Crissman reported that Matt DeBear is in process of making recommendations on wall covering products, and costs for the Crissman Room for sound control, and accoustics.

- \* Finance (Gammill, Haas, Swiat)

- \* Personnel (Crissman, Haas, Swiat, Willis)

- \* Community Relations (Bergland, Brooks, Willis)

Willis circulated a sign up sheet for Village Meetings 2017.

- \* Technology (Gammill, Harrell)

DIRECTOR'S REPORT: Director VanRavensway submitted her report to the Board highlighting a very busy month of December. The Home Tour was a great success, along with Caroling in Burch Park, and The Tournament of Writers Presentation, all were well and enthusiastically attended. January has rolled in to planning summer activities. Director VanRavenswaay has begun the Dollar General Reading Grant. Battle of the Books is approaching, and well organized. VanRavenswaay went on to report that South County News made an unexpected donation of a bound copy of the last three and one half years of their publications. In ongoing business, Matt DeBear will be in touch with recommendations for sound proofing the Community Room. The Art Open House, featuring "collections", this past month, was very well received.

Director VanRavenswaay, was very sad to report that trustee Bell had turned in her resignation just before the holidays. She will be greatly missed.

Brooks motioned to adjourn at 7:50 PM, 2nd by Crissman. Motion carried.

Respectfully Submitted by Kelly Bergland

NEXT MEETING- Wednesday, February 22, 2017 at 7:00PM