

Schoolcraft Community Library Board

Minutes of Board Meeting of March 22, 2017

- I Meeting:** Called to order at 7:08 p.m. by Swiat
President Swiat welcomed new Trustee Sandie McGehee.
- II Attendance:** Director VanRavenswaay, Bergland, Brooks, Crissman, Harrell, Swiat, Willis, McGehee and Haas (remote.)
Absent: Gammill
- III Agenda:** Motion by Crissman, 2nd by Bergland, for approval of the Agenda of March 22, 2017. Motion carried.
- IV Minutes:** Motion to approve the minutes of February 22, 2017, by Bergland, 2nd by Crissman. Motion carried for approval of minutes as read.

Treasurer's Report: Director VanRavenswaay presented the Budget Status report to the Board. Attention was made to amount of fines and contributions that were significant addition to the budget. There is \$8,000 yet to come from millage.

Approval of Bills (Payables): Director VanRavenswaay highlighted bill of \$211.00 that was part of February activity. Also stated that the PPT amount should be \$3300. A cost of \$907.00 to replace and improve the Panic Button at the circulation and director's desk. This system is in need of updating.

Motion for approval to pay for replacing panic button system made by Swiat, 2nd by Crissman.

Motion for approval to pay bills made by Willis, 2nd by Bergland. Motion carried to accept as received.

Public Comment: No public comments.

Old Business:

- 1. New Trustee:** Sandie McGehee was welcomed at the Board meeting, March 22, 2017. Trustee McGehee shared her background with the Board. Welcome Sandie.

2. **Retired Trustee Recognition:** Vicky Bell will be recognized for her work as a Library Board Trustee after returning to Schoolcraft in April and her name plate is to be installed by Crissman. Board will have a card of recognition for her.
3. **DDA and PPT Update:** Director VanRavenswaay shared that PPT had arrived totalling \$3300.00. This amount will be reduced each year to the point of no further reimbursements. The DDA State guidelines will be released-How to Opt-out in May or June. Schoolcraft Library will receive \$815.00 which is a loss due to PPT claims. Board will decide in the future whether or not to Opt-out.

New Business:

1. Invitation to Volunteer Recognition Brunch on April 11, 2017, 10:30-12:00

Director VanRavenswaay will send out invitations. It is National Library Week as well.

2.Bylaw Review to begin in April: Director VanRavenswaay will assign our the articles to be read by Trustees.

3. Orientation/visit by Woodlands Co-op: Director asked for any suggestions regarding topics to be shared. Date will be set to address the Board.

4. MelCat Services Funding Cuts: Swiat presented a letter to send to legislators addressing the possible legislation that would cut library funding by the State. Board members signed.

5. FOIA Request: Director VanRavenswaay received email requesting information under FOIA. VanRavenswaay contacted lawyer who advised information did not have to be submitted due to the fact that request was so specific that the document doesn't exist. President Swiat remarked on the proactiveness of the Director in taking care of the situation.

Committee Reports

**** Facilities:** (Brooks, Crissman, Bergland)

Will meet in April for a walk through with VanRavenswaay.

Getting ready for outside preparations.

Quote from Chris Brinkert will be obtained for the materials to be installed on wall in Crissman Community Room.

**** Finance:** (Gammill, Swiat) No report at this time. Will meet when Gammill returns to Schoolcraft.

**** Personnel:** (Crissman, Haas, Swiat, Willis)

Director VanRavenswaay evaluation was shared with Board members.

****Community Relations:** (Bergland, Brooks, Willis) Bergland shared FOL information on upcoming fundraising events. Palooza will take place August 3,

2017. VanRavenswaay highlighted the need for consistent communication through various media to Schoolcraft library patronage.. Discussion among members as to relationship with South County News and how they can assist in meeting this goal. Bergland suggested that at next meeting the board discuss a financial donation to SCN from the library board.

****Technology:** (McGehee and Harrell)

No report at this time. Meeting will be set to meet.

Director's Report: Director VanRavenswaay submitted her report to the Board highlighting:

- *Battle of the Books will be highlighted in the next SCN
- * Laura Long's dedicated volunteer work to Battle of the Books. (52 hours as a Battle Coach.)
- *Tournament of Writer Books can be purchased for \$6.00
- *Superbooks on sale at the library
- *More Quickbooks training will take place
- *Don Sanborn will be speaking and sharing history at the library 4-19-17
- *High School Art Open House will be on 4-11-2017 @ 5:30
- *Student will be job shadowing VanRavenswaay
- *Eagle Scout involved in helping with library project

Crissman motioned to adjourn at 7:59 PM, 2nd by Bergland. Motion carried.

Respectfully submitted by C. Harrell

NEXT MEETING: Wednesday, April 26, 2017 at 7:00 PM