

MINUTES
Schoolcraft Community Library

Attendance: Swiat, Willis, Crissman, Goes, Bergland, Haas, Harrell, McGehee

Absent: Gammill

Date: April 25, 2018

Time Called to Order: 7:00 pm

Approval of Agenda: Motion to approve: Swiat Second: Crissman. Motion carried.

Approval of Minutes of Annual Meeting and Board Meeting, March 28, 2018: Motion to approve: Willis Second: McGehee. Motion carried.

Other business: Library Staff Recognition Years of Service:

Cyndie Chapin: 7 years of service awarded 1 book plated in her honor, gift card and certificate

Pam Ballett: 14 years of service awarded 2 books plated in her honor, gift card, certificate and engraved pen

Roxanne Wilkins: 17 years of service awarded 3 books plated in her honor, gift card, certificate and engraved pen

Treasurer Report

All financials in good order. Refer to Treasurer Report for details.

Approval of Bills (Payables) Motion to approve: Crissman Second: Haas. Motion carried.

Additional money from Vicksburg Library via Schoolcraft Township was identified as PPT reimbursement rather than millage payment. The correction will be made to prior fiscal year.

There is a surplus revenue from 2017/2018 FY budget. A motion was made to begin the Board approved decision to reserve any surplus to create a savings fund for library future use.

Motion to reserve 50% of 2017/2018 FY surplus revenue was made by Swiat Second: Crissman. Motion carried.

Public Comment: No comments.

OLD BUSINESS

Policy Review:

Drug Free Workplace: No changes

Fax Machine, Copier Scanner & Printer: No change. Crissman commented that he was pleased that students allowed to make copies.

Patron Appearance and Behavior: Motion was made to add "with exception of ADA approved service animals" by Harrell Second by Goes. Motion carried-addition will be added.

Bereavement Leave: No change

Hiring Update: Not many applications except, one-son of Tom Long. The Director brought the Conflict of Interest Policy forward to discuss if hiring a relative of current employee falls within this policy guidelines. It was determined that hiring Hayden Long, to fill a Page library position, did not violate the Conflict of Interest Policy Guidelines. VanRavenswaay, also commented that library policy regarding the position states that the salary is 85% of minimum wage/hour with age minimum set at 16 years of age. It was stated by the Director that Hayden will not be 16 until the Fall. Bergland suggested that the salary should not be less than full minimum wage/hour.

A motion was made by Goes to make an exception to the library policy regarding a Page Library Position description with full minimum wage/hour payment and waiver of age limit of 16 years to 15 years of age. Second by Haas. Motion carried.

NEW BUSINESS

Director Performance Review and 2018 Director Goals

Willis presented compiled trustee comments and evaluations regarding Director VanRavenswaay's performance in 2017. The director was given exemplary evaluations for job well performed.

VanRavenswaay presented director goals for 2018. (See Director Performance Review and 2018 Director Goals Handout.) Director highlighted that new ideas for Strategic Plan will come into focus after the Library 30th Anniversary celebration.

Book/Bake Sale 2018

Volunteers are needed for sale Friday, May 11 and Saturday, May 12, 2018. Bake goods are also needed and dropped-off at library circulation desk. Set-up will take place Thursday, May 10 at 1:00 pm. Clean-up help is needed.

COMMITTEE REPORTS

1. Facilities-Crissman, Bergland: Walkaround took place week ago Monday. Roles were designated for work to be done outside of the library. Crissman investigating parking lot repaving and restriping.
2. Finance-Gammill, Haas, Swiat: Nothing new to report.
3. Personnel-Willis, Haas, Crissman, Swiat: Nothing new to report.
4. Community Relations-Willis, Bergland: Village Council meeting report from Harrell. Bergland commented on importance of trustee attendance at Village meetings. Placemats placed at Mar Jo's. Mugs may also be purchased for 30th Library Anniversary. Churches in Schoolcraft area may also be good place to advertise library information. Haas suggested that Matt Webster, principal at Schoolcraft Elementary be contacted with possible video production to advertise Summer Reading Program.
5. Technology-McGehee, Harrell: Meeting to be held in May to discuss Internet Library Policy.

DIRECTOR'S REPORT

VanRavenswaay reported:

Volunteer Recognition Evening went well and well attended.

Student Art Night attended by approx. 40 people with approx. 200 pieces of art displayed
Library Hop visitors approx. 12 and National Library Week recognized with "Golden Ticket"
activity and "Food for Fines."

FOIA request denied as was the identical request made and denied in 2017.

Automatic door opener installed and new website almost ready to launch.

Gary Monroe has done software updates and considerations for updated wireless access
throughout the library. VanRavenswaay commented that Cornerstone Technology Consultants
were contacted and determined that their services would exceed library budget capacity to
retain those services.

MEETING ADJORNED: TIME: 7:52 Motion to adjourn: Swiat Second by Crissman. Motion
carried.