

Schoolcraft Community Library Board Minutes 2018

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

Date: May 23, 2018

Time Called to Order: 7:05 pm

Approval of Agenda: Motion to approve: Goes Second: McGehee. Motion carried.

Approval of Board Meeting Minutes, April 25, 2018: Motion to approve minutes by Bergland with correction to "Mary-Jo's to Mar-Jo's". Second: Willis. Motion carried.

Other business: Nothing to report.

Treasurer Report

Report shows deficit of \$10,339.32 due to revenue payments not yet received. Typical to see this time of year. VanRavenswaay noted that three donations-restricted and unrestricted were received this month.

Approval of Bills (Payables) Motion to approve: Goes Second: McGehee. Motion carried.

Payables are showing payments made for upcoming program expenses. Junior Library Guild book invoice is for a subscription-type book order and paid once/year, which explains the higher one-time cost for books.

Public Comment: No comments.

OLD BUSINESS

Policy Review:

*Jury Duty Leave Compensation: No change

*PTO Compensation: No change

*Unpaid Leave of Absence: No change

*Credit Card: No change

*Library Computers and Internet Usage: Changes made, noted and presented to trustees for approval. A **motion** was made by McGehee to include wording to the Patron's Library Computer and Internet Use Agreement (for Minors), which addresses the fact that the library computers/internet connections are not filtered or monitored, as well as restructuring one statement included in the policy. Second: Harrell. Motion carried.

NEW BUSINESS

Treasurer Chair: Trustee Gammil has stepped down as Library Board Treasurer and Trustee Goes has stepped forward to continue the position of Treasurer. Thank you to Trustee Gammil for service as Treasurer.

Trustee Succession Plan: Director brought forward the need to generate a list of potential trustee candidates for future planning. It was suggested that it is important to consider age diversity of future trustees. Bergland further suggested that trustee term

limits also be explored. VanRavenswaay will check with the Village of Schoolcraft as to their current term limits policy.

Audit: Doug Wohlberg met with Goes and VanRavenswaay. Library records are in good order. Goes mentioned that Doug suggested a Fund Balance Policy be considered as a future possibility. Doug will present audit findings at Village meeting, June 18, 2018.

COMMITTEE REPORTS

1. Facilities: Tom Long doing an excellent job caretaking library outside property. Many positive comments on how the area is presented. He is looking to obtain a gas blower. Bob Crissman made a picnic table and library house for outside the library. Thank you, Bob! Obtaining estimates for power-washing and parking lot resealing, filling cracks and restriping. Currently have a power-washing estimate for \$545.00 and parking lot work estimate at \$1,475.00.
2. Finance: Nothing new to report.
3. Personnel: Nothing new to report.
4. Community Relations: Committee to meet Wednesday, May 30, 2018. Village Council meeting report from Haas stated that new microwave antennae to be installed on water tower, MDOT has received grant to work on roads and county-wide full-time fire chief has been hired. VanRavenswaay commented that it may be a good idea to check with Village as to what they would charge to plow library parking lot during winter months.
5. Technology: Will set up a meeting to discuss AV project. Director reported that Gary Monroe is installing interfacing software application. Hoping to have AV equipment in place to show movie at the end of June.

DIRECTOR'S REPORT

VanRavenswaay reported: The Rural Library conference was very good and informative conference. General Dollar Grant was given in the amount of \$1,250.00. Library Bake and Book Sale generated approx. \$600.00. Tournament of Writers was well attended. Books will be given to writers, September 18, 2018. Top three winners will receive free tuition for a class at the KIA. BOB winning team will be in July 4 parade. Haas will investigate buying candy for team to hand-out during the parade. Schoolcraft Elementary PTO will pay one half of the cost for the Air Zoo presentation at the elementary school. Bob Crissman will build the AV cabinet needed to house connections and wiring for new AV equipment in the Community Room.

MEETING ADJOURNED: TIME: 7:40 Motion to adjourn: Willis Second by Bergland. Motion carried.

Next Meeting: June 27, 2018, 7:00 p.m.

Respectfully submitted by C. Harrell