

Minutes of the Schoolcraft Community Library
Board of Trustees Remote Meeting due to Coronavirus

Date: May 27, 2020

Time Called to Order: 6:23 p.m.

Attendance: Haas, Crissman, McGehee, Bordner, Sportel, Swiat, Willis, Allgor, and Harrell

Absent: All present

Approval of Agenda: Motion made by Haas to approve agenda with two additions to New Business: 1) Compensations for Director Ballett and Cyndie Chapin. 2) Updated Trustee Manual. Second: Crissman. Motion carried.

Public Comment: N/A

Minutes of April 22, 2020. Motion to approve the Minutes by Willis. Second: Sportel. Motion carried.

Treasurer Report: Trustee McGehee reported that revenues are down due to all tax revenues received until Fall. Next month the bills will be less and with healthy budget cushion all finances will remain in good shape.

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

Payables: Nothing notable in payables.

Old Business:

1. **Reopening Policy and Safety Protocol for June 12, 2020:** Some policy changes may be necessary for reopening the library. President Haas, suggested that the Board may need to assemble for a special meeting addressing a process to reopen the library services.

New Business:

1. **Welcome Todd Allgor to the Library Board:** Thank you Trustee Allgor for your willingness to join the work of the SCL. Todd, will complete the term of former trustee, Jim Goes. Welcome!
2. **Compensations for Current Employees: Director Ballett & Cyndie Chapin.**
A motion was made by Haas to provide additional compensation to Pam Ballett and

Cyndie Chapin @ \$600.00/wk/person. The first payment of this compensation is to include last two pay periods. (\$1,200/person.) Motion was Second by: Willis. Motion carried.

Background Information regarding the motion by Haas: Both employees continued to maintain their regular work responsibilities at the library, forfeiting unemployment benefits offered to unemployed citizens during the Coronavirus Pandemic Crisis. The Board approved the compensation to continue until the reopening process of the library begins and staff returns to work. The Board agreed that due to other staff members choosing to receive the unemployment benefits and library funds were not spent on their salaries, the library budget had sufficient funds available to provide the additional compensations to Ballett and Chapin.

- 3. Trustee Manual:** The current trustee manual is an older edition, 2004. President Haas checking to see if a new edition is available and will provide further information for trustees regarding an updated version.

Committee Reports:

Facilities-Bob Crissman, Nancy Haas: Thank you to Nancy and Terry Haas for their help with groundskeeping. Randy Palmer mowed the grass. Plans to design and build plexiglass shields for the library front desk. They will be moveable-self standing fixtures. Thank you, Trustee Crissman.

Finance-Nancy Haas, Sandie McGehee, Priscilla Swiat: Nothing to report.

Personnel-Ashley Willis, Bob Crissman, Cindy Harrell: Appreciation cards will be sent to library staff.

Community Relations-Ashley Willis, Jennifer Sportel: Nothing to report.

Technology-Sandie McGehee, Courtney Bordner, Cindy Harrell: Nothing to report.

DIRECTOR'S REPORT: Director and staff preparing virtually for library reopening and summer virtual programming. Hoping for hearts to be encouraged in the days ahead.

MEETING ADJOURNED: TIME: 6:44. Motion to adjourn by Swiat. Second: Bordner. Motion carried. NEXT MEETING: June 24, 2020, **6:00 p.m.** Respectfully submitted by: C. Harrell