

Minutes of the Schoolcraft Community Library

Board of Trustees Meeting

Date: July 24, 2019

Time Called to Order:

Attendance: Swiat, McGehee, Haas, Goes, Willis, Bordner

Absent: Harrell, Crissman

Approval of Agenda: Motion to add item #3 Custodian Update to Old Business and #8 Policy Book update for Trustees to New Business by Haas. Second: Goes. Motion carried.

Public Comment: None

Minutes of June 24, 2019. Motion to accept minutes by Willis, second by Swiat. Motion carried.

Treasurer Report: Trustee Goes nothing to report at this time.

Approval of Bills (Payables.) Motion to approve payables by Goes, second by Haas. Motion carried

Payables: Movie Licensing will be reimbursed by Woodlands libraries and Rides memberships will be reimbursed also.

Receivables: Nothing to report

Old Business

1. FOIA Policy: website links and director email have been updated on website.

2. Audit- Doug reported everything looks good for the audit, there is no need to meet with the finance committee or board. Library audit information included in Village report to be presented to Village Tuesday Sept. 3, 2019.

3. Custodian Update: Maddy Ballett has been cleaning the library this summer. Director Ballett is still looking for a permanent custodian. Current budget is \$10 per hour for 7 hours per week.

New Business:

1. Bylaws- Motion by Goes to change Bylaw 3.2 to read “ The Board of Trustees shall consist of a minimum of five (5) elected Trustees representing the Village of

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Schoolcraft and those trustees appointed by contracting municipalities.” Second McGehee. Motion carried.

2. Technology Update - a meeting with Gary Monroe and the Technology committee will be scheduled to look at upgrade, cost estimates and to set priorities.

3. Library Open Hours: Director Ballett has proposed change the library hours of operation to open earlier and reduce some evening hours will still maintaining the total number of hours open to patrons. This will help eliminate patron frustration on days when program happens in the morning but the library does not open until 1:00pm. Motion by Swiat to change library hours of opening to 10:00am to 5:00 pm Monday, Tuesday and Thursday; 10:00am to 7:30 pm Wednesday; 10:00 am to 1:00 pm Friday and Saturday. These hour changes will go into effect on January 1, 2020. Second Haas. Motion carried.

4. Grant Writing Workshop - Director Ballett will be attending a Grant Writing Workshop on Aug. 6 at GVSU recommended by former Director Faye VanRavenswaay, who will also be attending.

5. Library Closing - Back to School Event - Motion made by McGehee to close the library at 5:00pm on Tuesday August 27th for the Schoolcraft School Back to School Event. The library will have an information table at the event and most employees have children in the schools. Second Bordner. motion carried.

6. Faye - Dedication brick for Service- the board will dedicate a brick in recognition of Faye Vanravenswaay’s service to the library. Director Ballett is collecting the information to be put on the brick.

7. Ron Gammill- Recognition - Ron will be invited to be recognized before the August 28th meeting for his service on the board. Recognition will be at 6:45 before the meeting.

8. Policy Book updates - new policy books will be printed for all (9) board trustees to insure all trustees have the most current policy copies.

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Committee Reports:

Facilities-Crissman, Goes: Working on gathering information on updating LED lights.

Finance-Haas, Goes, Swiat: No report

Personnel-Willis, McGehee, Haas, Crissman: No Report

Community Relations-Willis: No Report

Technology-McGehee, Bordner, Harrell: Setting up meeting in August to discuss upgrades.

DIRECTOR'S REPORT: The summer reading programs have gone well, the music in the park and the Nerf Gun War were great fun. Reading logs are due Friday July, 26. The Bangarang Circus - with Faye will be at Wind +James on Aug 30 as a summer program. The library will close from 2:30 - 4:30 so library staff can attend. Numbers are looking good for the Summer Palooza. August 1 5:00-7:30 at Wind + James.

MEETING ADJOURNED: 7:45. Motion by Swiat, second by Goes. Motion carried.

NEXT MEETING: August 28, 2019. 6:45 to recognize Ron Gammill, 7:00 regular meeting.