

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

Date: July 22, 2020

Time Called to Order: 6:03 p.m.

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

Absent: Crissman

Approval of Agenda: Motion made by McGehee to approve the agenda. Second: Swiat. Motion carried.

Public Comment: N/A

Minutes of June 24, 2020. Motion to approve the Minutes by Bordner. Second: McGehee. Motion carried.

Treasurer Report: Trustee McGehee reported that revenues are down. Although, revenues continue to be on the lower side, finances still remain healthy with checking and savings account balances higher than last year at this time.

Approval of Bills (Payables.) Motion to approve Payables by Willis. Second: Sportel. Motion carried.

Notables: Covid cleaning supplies and hand-free dryer for restroom.

Old Business:

1. **Wiring for new hand dryers in restroom:** Steve Peters and Marty Benthin are working on configurations and pricing to install new hand-free hand dryers in the SCL restrooms. Steve will be in touch with Marty with the cost.
2. **New Director monitor, camera and mic:** New equipment for the Director's computer has been ordered. The webcam will adapt to a variety of computer platforms allowing all staff members to use the camera and microphone to create and operate library digital media.

New Business:

- 1. Library Open for Computer/Copying/Faxing, July 20, 2020:** The library computers and copying/faxing resources were opened for public use on July 20th, and all are going well. Along with this information the director added that curbside services continue to provide an important service to the community and receives positive feedback from patrons. Staff members remain concerned for the safety of all and taking diligent steps to alleviate worries for patrons and staff alike.
- 2. Water Softener for SCL:** Library staff member expressed a possible need for a water softener for the library. The hard water in the village system leaves visible build-up- especially with things setting for longer periods of time due to lack of use. It was discussed by board members and the director that a softener is an ongoing expense and adds stress to the septic field. Trustee Swiat suggested that a filtering system might be an alternative solution.

Committee Reports:

Facilities-Bob Crissman, Nancy Haas: A continued "Thank You," to Nancy and Terry Haas for their trimming of edges, hedges and trees. Our SCL grounds are looking spectacular.

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

Personnel-Ashley Willis, Bob Crissman, Cindy Harrell: Nothing to report.

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

Technology-Sandie McGehee, Courtney Bordner, Cindy Harrell: Director Ballett reported that new webcam, mic and monitor have been ordered and should arrive soon.

DIRECTOR'S REPORT: The director reported that the Book Bundles are still being sold to patrons. The bundles also provide a way to put the discarded and donated books into the hands of readers. Ballett also shared that the staff has created more outdoor reading and interent connectivity spaces for patrons by moving benches and the picnic tables into shaded areas on the grounds. Summer reading has had 44 participants and they have been very enthusiastic about their involvement. There has been good feedback about the current library services. Patrons have been grateful and cautious. Speaking with other directors, Director Ballett stated that other directors have indicated that their libraries are at the same or similar levels of services as SCL. Good affirmation that SCL is doing well. There are a few new Covid guidelines for the library to follow in days ahead: The staff will come into work through a separate door-Community Room entrance and there will be a standard form to assess their health. Patrons will have access to an information center that allows them to know the expectations for library use and procedures. It was suggested by trustee Swiat that the director look into the key policy for staff members. Thank you to Director Ballett and SCL staff members for guiding the library services and patrons through this unique and difficult time.

MEETING ADJOURNED: TIME: 6:27. Motion to adjourn by Swiat. Second: Allgor. Motion carried. NEXT MEETING: Zoom online meeting, August 26, 2020, **6:00 p.m.** Respectfully submitted by: C. Harrell