

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

**Date: September 23, 2020**

**Time Called to Order: 6:00 p.m.**

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

**Absent: All Present**

**Approval of Agenda:** Motion made by Crissman to approve the agenda. Second: Bordner. Motion carried.

**Public Comment:** N/A

**Minutes of August 26, 2020.** Motion to approve the Minutes with change in Minute's heading from Agenda to Minutes by McGehee. Second: Swiat. Motion carried.

**Treasurer Report:** Trustee McGehee reported tax revenues will arrive soon. Some revenues added from library book sales. McGehee highlighted utility bill payments, Modernistic cleaning bill done prior to opening inside services to patrons. Trustee Swiat, inquired as to the possibility of having last year's monthly financials added to current monthly reports as a comparison measure. McGehee will include next month.

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

**Old Business:**

- 1. Disaster Plan Binders:** Director has updated the Disaster Plan Binder contents and binder cover. Trustee Swiat has the binder and Director Ballett will make those updates available for Swiat to add to the binder.

**New Business:**

- 1. Finance Committee Budget Meeting:** The committee will discuss the SCL budget at a person-to-person meeting, October 28, 2020 at 5:15 in the Mary Jane Swartz Room at SCL. C. Chapman is ready to meet with the committee.

**Committee Reports:**

Facilities-Bob Crissman, Nancy Haas: A bi-annual walkthrough occurred at SCL on September 2, 2020. The committee found some leftover yard waste that needed to be taken care of and that

the building was in need of power washing. The power washing and yard waste has been taken care of by Trustee Crissman. Thank you, Bob. Crissman will also paint the south door to SCL that needs a paint refreshment. Marti B. will check and change the furnace filter. Also, noted were the cracks in the parking lot, so two quotes will be obtained. Future items addressed: Director Ballett requested electrical outlets outside of her office, a cover for the outdoor reading area allowing use beyond summer months, and additional sound proofing in the community room. Thank you, Facility Committee for your work.

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

**DIRECTOR'S REPORT:** The director reported that the reopening of the inside of the library has included ongoing Covid cleaning procedures. Patrons are wiping computers after use. The level of anxieties on minds of staff members are somewhat subsiding. Patrons are grateful for the "No Fines" policy. Preschool Story Hour is moving forward online. It will feel very different for staff and families, but pressing-on to provide this service to our young patrons and families. Trustee Bordner will assist the Director with online presentation of the preschool story. Thank you, Courtney. Brainstorming Battle of the Books possibilities for 2021. An announcement will hopefully be made by October 1, 2020 and a booklist by second week of October. Hooray!

**MEETING ADJOURNED:** TIME: 6:22. Motion to adjourn by Swiat. Second: Bordner. Motion carried.

NEXT MEETING: Zoom online meeting, October 28, 2020, **6:00 p.m.**

Respectfully submitted by: C. Harrell