

Minutes of the Schoolcraft Community Library

Board of Trustees Meeting

Date: October 30, 2019

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

Attendance: Goes, Haas, Crissman, Willis, Sportel, McGehee, and Harrell

Absent: Bordner and Swiat

Approval of Agenda: Motion made by Haas to approve amended agenda with addition to New Business to include Battle of the Books report. Second: Crissman. Motion carried.

Public Comment: Kelly Bergland, representing Schoolcraft Friends of the Library to present a proposal for a new fundraising idea: Alcohol friendly events hoping to appeal to new donors and patrons. An ALA published article was shared with the Board entitled, "*Libations in the Library.*" Fundraisers of this nature will be adult only and fall under the sponsorship of FOL and all liquor requirements and liabilities will be the responsibility of FOL. Questions were raised as to alcohol being a primary focus of the events, being mindful of patrons and community members struggling with substance abuse and licensing and liabilities. After the presentation of information and questions, Kelly asked the Board for a recommendation. The Board will address the proposal at the November 20, 2019 Board meeting.

Minutes of September 25, 2019. Motion to approve the Minutes by Goes. Second: McGehee. Motion carried.

Treasurer Report: Trustee Goes noted that financial cash flow is ahead of this time last year.

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

Payables: Notable payables included: Visa bill, which will be paid for through grant money.

Old Business:

- 1. Policy Manual Update:** All changes have been made. Manual has been sent via email to all Board members. Bring old Policy Manual to next meeting for recycling.

New Business:

- 1. LED Lighting:** Bob Crissman and Jim Goes will meet with Marty to finalize his proposal to supply LED bulbs and labor to replace and update lighting in the library. It was put forward we may want to consider writing a grant to cover the cost.
- 2. Battle of the Books:** This is BOB 25th Anniversary. Director Ballett provided an historical and current perspective of the library sponsored event. Jenny Taylor, teacher from Vicksburg School District has been an integral part of BOB for many years. Jenny has announced her retirement from teaching in 2020, and her plans to move out-of-state, thus ending her participation in BOB. We will be sad to see her leave, but grateful for her active part in the success of BOB and her willingness to work with staff to prepare them for the future BOB events. Director Ballett's desire is to keep Battle associated with SCL. She added that there is new interest in BOB and tech support still available, so it appears that this event is still a vibrant part of SCL.

Director Ballett presented a proposal to add funding to the library payroll budget that would allow for additional library personnel hours to facilitate Battle of the Books. At this time Katie Brinker is interested in the position.

It was determined that the paid position would be:

- Additional 20 hrs./wk to Katie's current job and most of the preparatory work would be done from home. She will need documentation of her hours to report to the Director.
- The hours will be capped at 20 hrs.
- Trustee Goes is confident that the new payroll budget can handle the additional funds for this position.
- The Library Board gave approval giving this priority focus to Battle of the Books.

Committee Reports:

Facilities-Crissman, Goes: Leaf blowing at the library, November 9, 2019, weather permitting. All welcome to help with rakes and leaf blowers. Committee will meet to discuss LED lighting proposals.

Finance-Haas, Goes, Swiat: Committee met in October. Proposed Payroll Budget was set with 3% increase at \$129,876.00 – this total is less than it has been in the past. The increase percentage is seen as an incentive to keep our wonderful staff. Director will send out the proposed budget. The Board will need to approve the Payroll Budget for the new year at November 20, 2019 meeting.

Bonus money set aside is available to present to library staff in December.

Personnel-Willis, McGehee, Haas, Crissman: In light of Director Ballett's new directorship, the committee determined that they would meet with the Director, in January 2020, to review and discuss the Director Job Evaluation/Rubric rather than going through the normal evaluation process. Trustee Willis will send the evaluation to Board members via email to allow for any questions or concerns they would like put forward to the Director.

The committee will meet November 15, 2019, at 3:30 @ SCL, to develop a job description for the new Battle of the Books Chairperson position.

Community Relations-Willis: Nothing to report.

Technology-McGehee, Bordner, Harrell: Gary Monroe, continues his work on updates to computers.

DIRECTOR'S REPORT: Director Ballett highlighted the following from the Director's Report:

- Director Ballett is working on State Aid Report
- Battle of the Books: Coaches meeting took place in October and 22 teams are signed up.

MEETING ADJOURNED: TIME: 7:00. Motion to adjourn by McGehee. Second: Crissman. Motion carried.

NEXT MEETING: November 20, 2019-7:00 p.m.

Respectfully submitted by: C. Harrell