

**Minutes of the Schoolcraft Community Library by the Board of Trustees**  
**DATE 6:00pm**

<b>Call to order</b>	<b>6:03 pm</b>	<b>Please note:</b> We must have five committee members for a quorum
<b>Date</b>	<b>11-29-23</b>	
<b>Minutes Taken by:</b>	<b>Jennifer Sportel</b>	

<b>Roll Call for attendance</b>		<b>Area</b>	<b>Present</b>	<b>Absent</b>	<b>Committee Assignment</b>	<b>Year Inducted</b>	<b>Renewal year</b>
<b>Jennifer Sportel</b>	President	Village	x		Personnel	Sept. 2019	Nov. 2024
<b>Courtney Bordner</b>	Vice President	Village	x		Personnel	Oct. 2018	Nov. 2024
<b>Alexis McKeown</b>	Secretary	Village		x	Finance	Sept. 2016	Jan. 2024
<b>Sandie McGehee</b>	Treasurer	Village	x		Finance	March 2017	Jan. 2024
<b>Bob Crissman</b>	Trustee	Prairie Ronde	x		Facilities	Aug. 2015	Dec. 2024
<b>Todd Allgor</b>	Trustee	Township	x		Facilities	April 2020	Jan. 2024
<b>Pam Ballett</b>	Director						
<b>Guests Present:</b> NONE							

<b>Approval:</b> of today's <b>Agenda</b>	Yes or No	
<b>Motion to approve...</b>	<b>Motion Made By:</b> Todd Allgor	<b>Support By:</b> Patty Clery-Monroe

<b>Approval of last meeting's minutes</b>	Yes or No	
<b>Motion to approve</b> <u>MINUTES</u> of October	<b>Motion Made by:</b> Sandie McGehee	<b>Support By:</b> Jennifer Sportel

<b>Treasurer's Report for Bills (Payables)</b>		
<ul style="list-style-type: none"> <li>● Looking good</li> <li>● going into the "dark night" of our fiscal year               <ul style="list-style-type: none"> <li>○ Schoolcraft Township needs to send us our portion</li> </ul> </li> <li>● Sheri on some of those items looked higher, but there was a sideline note that said where the money came from</li> <li>● One item: expenses... we were over and Sheri paid a bill and we got reimbursed...\$2,800...reimbursed through Woodland. This is a perk...decided during a yearly budget a little bit for tech and reimbursement for RIDES.</li> </ul>		
<b>Approval of Bills (Payables)</b>	Yes or No	
<b>Motion to approve...</b>	<b>Motion Made By:</b> Courtney Bordner	<b>Support By:</b> Bob Crissman

## Public Comment

**Please note:** 3 minutes per speaker will be provided for individuals to comment on the Schoolcraft Community Library's operations, procedures, and collections

Name of Person Speaking

Discussion point

### OLD BUSINESS

1. Move Bylaw revision 4.2 Trustee (attendance) to January board meeting after Alexis revises the wording

2. Payroll budget discussion:

- a slight change/amendment...met with a MERS Representative
- didn't have to do a match for everyone
  - if we did the simple IRA we would have to match everyone
- 457 Plan...
  - does not charge us because it's specifically for non-profit
- the proposal is to set up the 457 for any employee for any employee that wants to.
- we will do a 5% match for the director
  - moving forward...we can do multiple categories
  - we could do one for those that have been here for the length of time... we can create a category
  - it is effective for any time, not just to start
  - allow ACH withdrawals without being charged extra
    - it depends on how they withdraw the money
  - had looked at another one but it was a one-time amount
  - Do you get management power in your money?
    - different investment levels and depending on the amount invested increases the management fee
    - 457 is significantly less fees
    - they do not get kickback on the fees due to the nonprofit status of the Library...so there is a flat yearly fee and no hidden fees
    - no vesting...as soon as they reach their retirement
    - Is it a contract for a certain amount of time?
      - We can stop matching the 5%
      - The customers also have the flexibility to increase or decrease their investments
    - also pre-taxed
  - one thought...it is not a retirement ...so it is not protected
    - you can be putting in the 5% for however long
- the employees can invest in this company and we do not have to match...
  - this is a possibility for increasing in the future

#3. Signed up and paid by December 15.

- Can she use the \$3000...covers for the enrollment period
- helps with the budget
- \$12,000.00 approval
  - are we writing a check to Pam? or are we writing it to the insurance company
    - rather we pay the insurance company and if there is any leftover, she would put it in a health savings account

#4. Pam's vacation has been front-loaded an extra week...Sheri is an admin and is full-time at 30 hours a week, so we talked about holiday pay for her...and would like her PTO front-loaded. She cannot take vacation until she earns it and it would be front loaded for 90 hours/3 weeks.

- she gets 90 hours PTO and doesn't have to earn it...
- Question: what happens if she leaves employment?
  - add to the employee agreement...she should have a signed contract...
  - we need to update the contract for Pam
    - paid holidays and 3 weeks of vacation
    - Pam's would go to 4 weeks of vacation
      - Sheri would get the 7 Holiday pay and 90 hours of vacation
- PTO= Vacation and Holiday Hours
  - Pam as the Director of the Library would be 232 hours
  - Sheri as the Office Manager would be 146 hours

<b>Approval of <u>OLD Business</u></b>	Unanimously Voted Yes
<b>Motion</b> to approve the addition of the 457 Retirement Program with MERS for all employees of the Library so it is available, for that work for 20 hours or more per week.	<b>Roll Call Vote</b> <b>Sportel: yes Bordner: yes Crissman: yes</b> <b>Clery-Monroe: yes McGehee: yes Allgor: yes</b>

<b>Approval of <u>OLD Business</u></b>	Unanimously Voted Yes
<b>Motion</b> to propose a contribution match in the 457 Retirement Program with the MERS for the director	<b>Roll Call Vote</b> <b>Sportel: yes Bordner: yes Crissman: yes</b> <b>Clery-Monroe: yes McGehee: yes Allgor: yes</b>

<b>Approval of <u>Payroll</u></b>	Unanimously Voted Yes
<b>Motion</b> to approve the proposed budget for the 2024 payroll	<b>Roll Call Vote</b> <b>Sportel: yes Bordner: yes Crissman: yes</b> <b>Clery-Monroe: yes McGehee: yes Allgor: yes</b>

<b>Approval of <u>Holiday Pay vs PTO</u></b>	Unanimously Voted Yes
<b>Motion</b> to approve additional PTO. PTO is defined as holiday and vacation paid hours off.	<b>Roll Call Vote</b> <b>Sportel: yes Bordner: yes Crissman: yes</b> <b>Clery-Monroe: yes McGehee: yes Allgor: yes</b>

<b>NEW BUSINESS</b>
1. Director Evaluations
2.
3.

<b>Motion to support <u>NEW Business</u></b>	Yes or No	
<b>Motion to reinstate Community Relations Committee</b>	<b>Motion Made By:</b> Courtney Bordner	<b>Support By:</b> Todd Allgor

<b>COMMITTEE REPORTS</b>		
<b>Facilities</b>	Bob Crissman	Patty and Gary weeded/leaves, Bob's volunteers did leaves
<b>Finance</b>	Sandie McGehee & Patty Clery-Monroe	Met with Tara from MERS
<b>Personnel</b>	Jennifer Sportel: chair Courtney Bordner	Director Evaluations
<b>Community Relations</b>	Jennifer Sportel Danielle Luteyn	
<b>Tech Resource</b>	group effort	

<b>Director's Report</b>	
<b>*See Attached Doc. on agenda</b>	
<b>Ongoing Business</b>	
<b>Strategic Plan Reviews</b>	Plan began in the year 2022 ***5 year plan
<b>Goal 1</b>	web hosting; Investing POUD, Dreamhost and Hostinger in that process of web improvement
<b>Updates</b>	building the website...making it user friendly. Needed to move it to Microsoft 365, then find a new host for the website; Migration to Microsoft 365 target date for completion is July 21, 2023.
<b>Goal 2</b>	connecting with the community; grant from Home Depot; community can help tend it and reap the benefits from it
<b>Updates</b>	<p>True Colors workshop at Albion and did this said it was fun... it helped to recognize certain things with those that come into the Christmas Walk: music workshop for kids</p> <ul style="list-style-type: none"> <li>● ages 0-6 but it is also for families, too</li> <li>● cookies and hot chocolate</li> <li>● decorating ornaments</li> <li>● tree made of hats and mittens...give them to those that</li> <li>● collecting for the Eagle's Nest: items needed for the food items</li> <li>● get books for families</li> </ul>

	<ul style="list-style-type: none"> <li>• ages of parents and the kids</li> </ul>
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<b>Next Meeting Topics</b>
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...Move Bylaw revision 4.2 Trustee (attendance) to January board meeting after Alexis revises the wording
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<b>Motion to adjourn the meeting</b>	<b>Board Members making and supporting the motion</b>	
<b>Motion made by:</b>	<b>Number of yes and no votes</b>	unanimous
<b>Support by:</b>	<b>Motion Carried</b>	
<b>Meeting adjourned</b> Courtney Bordner	<b>Second by:</b>	