

## **Minutes of the Schoolcraft Community Library**

### **Board of Trustees Meeting**

**Date: November 20, 2019**

**Time Called to Order: 7:00 p.m.**

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

**Absent: Sportel**

**Approval of Agenda:** Motion made by Swiat, to approve amended agenda with addition to Old Business to include item #2: Payroll Budget. Second: McGehee. Motion carried.

**Public Comment:**N/A

**Minutes of October 30, 2019.** Motion to approve the Minutes by Willis. Second: Goes. Motion carried.

**Treasurer Report:** Trustee Goes noted that financial cash flow is good and ahead of this time last year. Income is higher due to increased taxes.

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

Payables: Notable payables included: Technology costs and Trust Insurance bill were of significant amounts, but both expenditures were budgeted items.

### **Old Business:**

- 1. LED Lights:** Lights will be delivered by the end of November. Invoice for lights @ \$1,000.00 (our cost after rebate has been applied) will be taken care of in new fiscal year budget. Marty will install at his convenience (weekends-trustees available to help him with process.) A stipend will be given to him for his work.
- 2. New Payroll Budget:** A copy of the proposed budget sent to all trustees by Finance Committee. The budget includes a 3% raise throughout the payroll and money for newly appointed Battle of the Books staff position. Motion to approve the new payroll budget as presented by Swiat. Second: McGehee. Motion carried.

## **New Business:**

- 1. Kelly Bergland-Fundraiser idea “Libations in the Library”:** Friends of the Library proposed events that include alcohol as part of their fundraising activities. The Board supported the idea with expectations and hope the following will be considered and carried-out when planning and executing the events: Events are “Over 21” events, alcohol not be the focus, offered with minimum alcoholic servings and with the purpose of connecting with community to present the many services of the SCL.
- 2. Digitization of Schoolcraft Express:** The idea to look into and seek funds to digitize the Schoolcraft Express was presented. Deb Christiansen expressed a desire to pursue grant money to cover the digitization costs. It was noted by trustees, McGehee and Harrell that this process had been researched several years ago by Technology Committee and former Director. It was determined at that time, that the Express had been digitized and archived by Western Michigan University Legacy Library. Trustee Swiat added and shared the name of a contact at the Legacy Library with Director Ballett and more research will be conducted by the Director.
- 3. Staff Team Building:** After new year begins the Director will engage the entire staff in a team building event. Currently, the plans are to provide an *Escape Room* experience for all staff members. Cost will be approximately, \$220.00. Director has the digression to access funds set aside for this type of staff spending, so Board encouraged the Director to continue with the plans.

## **Committee Reports:**

Facilities-Crissman, Goes: Leaf blowing at the library took place, 11.9.19 with Bob Crissman at the helm and assistance from Rick Harrell. The Director will contact SC Middle School to rake leaves at the library Tues, 11-26-19 as part of Rake and Run event.

Finance-Haas, Goes, Swiat: Committee met to discuss new Budget and it will be presented and put forward for a vote at the January, 2020 meeting.

Personnel-Willis, McGehee, Haas, Crissman: Committee will meet with Director for evaluation interview process at the end of January or early February, 2020. After referring to Bylaws, it was determined by committee that it is the Director’s responsibility to develop and present job description/expectations for staff members. This will be applied to new Battle of the Books staff position.

Community Relations-Willis: Nothing to report.

Technology-McGehee, Bordner, Harrell: Nothing to report. Budget reflects completion of computer updates.

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

- SCL staff members are collecting items for Eagle's Nest to be delivered by 12.17.19.
  - The following items are in focus: Diapers, Wipes, Toilet Paper and small bottles of dish soap. Board members were invited to participate if so desired.

**MEETING ADJOURNED:** TIME: 7:35. Motion to adjourn by Swiat. Second: Bordner.  
Motion carried.

NEXT MEETING: January 22, 2020-7:00 p.m. Happy Holidays to You!

Respectfully submitted by: C. Harrell