

Minutes of the Schoolcraft Community Library

Board of Trustees Meeting

Date: September 25, 2019

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

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

Absent: All members present

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

Public Comment: No public comment.

Minutes of August 28, 2019. Motion to approve the Minutes by Willis. Second: Crissman. Motion carried.

Treasurer Report: Trustee Goes noted that financial revenue has increased from reimbursements, penal fines and property taxes. All funds received as projected. Money for special and future library projects is reflected in Savings Account balance.

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

Payables: Notable payables included: payment for property insurance and Visa credit card charges will be reimbursements from FOL and Woodlands.

Old Business:

- 1. Village Council Meeting Attendance:** Library audit was represented by Director and Trustee Goes. The report went well and audit information presented was very positive. Further discussion regarding library representation at future Village meetings ensued and decision was made that library events will be highlighted at Board meetings and would be discussed ahead of Village Council meetings. Board members will volunteer to attend village meetings to share upcoming library events/information. Director has most events posted on library website.
- 2. Faye's Dedication Brick:** Dedication brick for years of service to the library was delayed due to engraving of the brick. Director contacted the company who creates the donation bricks to discuss cost and timeframe. This will be the last single brick of this kind that will be made by the company. Isn't cost effective for them to create an order

for one brick. Thank you to the director who invested time to make this brick realized in honor of Faye.

- 3. LED Lighting:** A company did onsite assessment of current lighting and future LED replacements in the library. Director and Facility Committee are awaiting a quote from that company. They will seek a second estimate from another source as well.
- 4. Policy Manual Update:** Director was unable to reprint the updated policy manual as determined at last board meeting. Inconsistencies in wording stating that some of the documents had been "Reviewed" and some had been "Approved" along with the dates, hindered the reprinting. Decision was made by the Board, that it the policy or bylaw had been "Reviewed" and dated it had been approved as amended or in current state. Director will resolve inconsistencies and reprint manual when completed.

New Business:

- 1. Finance Committee Budget Meeting:** Finance committee will meet to discuss upcoming budget on October 16, 2019 at the Schoolcraft Community Library, 3:15 p.m.
- 2. October Board Meeting-Date and Time:** Due to Halloween activities sponsored by SCL and take place in the library the October Board Meeting was changed and will be posted in advance as Public Notice. A motion was made by Swiat to change the October Board Meeting from October 23, 2019 to OCTOBER 30, 2019, AT 6:00 p.m., IN THE SCL CRISSMAN COMMUNITY ROOM. Second: Crissman. Motion carried.

Committee Reports:

Facilities-Crissman, Goes: Bob Crissman will arrange second estimate for LED Lighting quote. Will check to assure lawn care services will also be taking care of leaves in Fall. Snow removal: Tom Wolhuis will be asked about another contract for this winter.

Finance-Haas, Goes, Swiat: Budget meeting to take place, October 16, 2019 at 3:15 p.m.

Personnel-Willis, McGehee, Haas, Crissman: Director reported all new library staff employees and schedules working well.

Community Relations-Willis: Nothing to report.

Technology-McGehee, Bordner, Harrell: Awaiting new library computer upgrade project to be continued. The new computers have arrived.

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

- New Director's Workshop was very informative including information regarding a variety of ways to raise funds for library budget.
- Battle of the Books activities are beginning with coaches' meetings. Book titles will be released, October 18, 2019.
- Cider and Donut Activity for the FOL, Thousand Cranes fund raising activity October 21, 2019. All members are encouraged to attend and encourage to "spread the word."
- Director's Academy is going well and moving forward. The director will attend a conference October 9, 2019 in St. Ignace, Mi (which by the way is named after Ingatius Loyola 😊) Director also stated and was encouraged by the Board to share the learning gained through academy participation for future Board Meeting Agendas, so that we can appropriate new ideas within SCL.

MEETING ADJOURNED: TIME: 7:55. Motion to adjourn by Swiat. Second: McGehee. Motion carried.

NEXT MEETING: October 30, 2019-6:00 p.m.

Respectfully submitted by: C. Harrell