

**Minutes of the
Schoolcraft Community Library
Board of Trustees
March 1, 2023 6:00pm
Rescheduled Board Meeting
February 22, 2023 due to
inclement weather**

Roll Call

Present:

Todd Allgor
Priscilla Swiat
Bob Crissman
Courtney Bordner
Sandie McGehee
Cindy Harrell

Absent:

Jennifer Sportel

Library Staff Present: Director Pam Ballett

Call to order at 6:01 p.m.

APPROVAL OF AGENDA

Approval of the agenda: Motion: Motion made to accept the agenda as presented by Trustee Bordner. Support: Trustee Allgor.

Motion carried: Yes 6. No 0.

Minutes of January 25, 2023

Motion to approve the Minutes: Motion made to by Trustee McGehee to approve the Minutes of January 25, 2023 as presented. Support: Trustee Crissman.

Motion carried: Yes 6. No 0.

Approval of Bills (Payables)

Motion to Approve Payables: Motion made by Trustee Harrell to approve the paying of the bills. Support: Trustee McGehee.

Motion carried: Yes 6. No 0.

Public Comment: *3 minutes per speaker will be provided for individuals to comment on the Schoolcraft Community Library's operations, procedures and collections.* None

OLD BUSINESS

- 1. Staff and Board Gifting (Miscellaneous Fund):** Discussion continued from last board meeting regarding staff and board member gifting opportunities. It was decided that the Board Personnel Committee would meet to determine what dollar amount should be spent on recognition gifts. Trustee Swiat will contact Personnel Committee Chairperson, Jennifer Sportel to set a date and time for the committee to set guidelines and amount of gifting. Director Ballett stated any funds for such gifting would most likely come from a Miscellaneous Fund. Discussion and decisions to take place at the next board meeting.
- 2. Online bill paying:** Sheri Hills, SCL Office Manager has designated five utility bills to be paid through an online billing process using SCL credit card. The credit card also offers points-back system that can be redeemed. It was determined that suppliers will not be paid using an online procedure at this time.
Motion: Motion was made to move the five utility bills to online billing process by Trustee Swiat. Support: Trustee Bordner.

Motion carried: Yes 6. No 0.

NEW BUSINESS

- 1. Copier Lease:** Director Ballett presented information concerning the current library copier lease and upcoming lease renewal. After researching the cost of renewing a lease and purchasing a new copier, the director determined that it was more cost effective to purchase a new copier at the price of \$4,762.00. There would be a \$150.00 per year cost to maintain the copier. The copier has WiFi capabilities and exactly the features that the library needs and no more. It was suggested that the director and staff will check current copier patron use policies to cover WiFi usage.

Motion: Motion was made by Trustee McGehee to purchase a copier for the library at an approximate price presented by the director. Support: Trustee Crissman.

Motion carried: Yes 6. No 0.

- 2. Removal of Faye VanRavenswaay and Cyndie Chapman as officers of TCM Bank card and add Director Pam Ballett and office manager Sheri Hills:** Director Ballett stated that Faye VanRavenswaay and Cyndie Chapman have not been removed as officers of the TCM Bank card making it impossible for Director Ballett and SCL Office Manager, Sheri Hills to be added as the current officers of the card. Also permission for Sheri Hills to obtain a VISA card.

Motion: Motion was made by Trustee McGehee to remove Faye VanRavenswaay and Cyndie Chapman as officers of the TCM Bank card and add Director Pam Ballett and Office Manager, Sheri Hills as new officers of the TCM Bank card. Also permission for Sheri Hills to use and obtain a VISA card. Support: Trustee Crissman.

Motion carried: Yes 6. No 0.

COMMITTEE REPORTS

1. **Facilities**—*Bob Crissman, Todd Allgor*: There was concern about the library foundation, but it is related to an issue with the trusses, which is not a concern.
2. **Finance**—*Priscilla Swiat, Sandie McGehee*: N/A
3. **Personnel**—*Courtney Bordner, Jennifer Sportel, Cindy Harrell*: Committee will meet to discuss staff and board member gifting protocol.
4. **Tech Resource** *Todd Allgor, Cindy Harrell, Sandie McGehee*: Gary Monroe hopes to get the Microsoft migration completed in the next month.

Director's Report

See attached report. Director Ballett is excited to present Hoopla Streaming service funded through the Woodlands Cooperative. The FOL book sale will take place the same weekend as the village garage sales in May.

**After the director's report Trustee Swiat shared with the of board trustees that she will be resigning from the SCL Board of Trustees when her current term ends. She expressed her gratitude for all the progress and outstanding people she has had the privilege to witness and to work with since 2009. We are so sad to see Priscilla leave the board and will miss her guidance and many strengths in leading the board of trustees. Thank you Trustee Swiat! The Prairie Ronde supervisor will be contacted as to Trustee Swiat's resignation.

Next meeting March 22, 2023, Crissman Community Room.

Motion to adjourn the meeting: A motion made by Trustee Crissman to adjourn the meeting.
Support: Trustee Allgor.

Motion carried: Yes 6. No 0.

Meeting adjourned at 7:42.

SCL Board meeting minutes submitted by Cindy Harrell, SCL Board Secretary.