

**Minutes of the  
Schoolcraft Community Library  
Board of Trustees  
May 24, 2023 6:00pm**

**Roll Call**

**Present:**

Todd Allgor  
Bob Crissman  
Sandie McGehee  
Cindy Harrell  
Jennifer Sportel

**Absent:** Courtney Bordner

**Library Staff Present:** Director Pam Ballett

Call to order at 6:03 p.m.

**APPROVAL OF AGENDA**

Approval of the agenda: Motion made to accept the agenda as presented by Trustee Crissman.  
Support: Trustee Allgor. Motion carried: Yes 5. No 0.

**Minutes of April 24, 2023**

Motion to approve the Minutes: Motion made to by Trustee Allgor to approve the Minutes of April 24, 2023 as presented. Support: Trustee Crissman.  
Motion carried: Yes 5. No 0.

**Treasurer Report:** The Finance committee will meet in October to discuss moving money from checking into a CD. The new copier/printer has been purchased bringing a savings of \$8,000 over 5 years. More cost effective than renting a machine. The capital expense is \$4,600.00 with a 1 year warranty. The library received a \$6,000 nonrestrictive donation from a Schoolcraft family. Very appreciative for this generous contribution.

**Approval of Bills (Payables)**

Motion to Approve Payables: Motion made by Trustee McGehee to approve the paying of the bills. Support: Trustee Allgor. Motion carried: Yes 5. 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. Board Vice President:** Trustee Bordner has agreed to take the position of Board Vice President.

Motion made by Trustee McGehee to approve Trustee Bordner as the new Board Vice President. Support: Trustee Crissman. Motion carried: Yes 5. No 0.

## **NEW BUSINESS**

- 1. Setting of and Amending Bylaws, Recruitment and Welcome letters to Trustees and Trustee Manual to Quarterly Board Meetings:** Trustees reviewed the discussion from April board meeting to set all SCL Board of Trustee General Meetings from monthly meetings to quarterly meetings and suggested quarterly meeting dates. Suggested dates: July 25, October 25, 2023, January 24, and April 24, 2024. Director Ballett shared thoughts on making sure that the board of trustees set meeting dates that would allow ample time to discuss and approve the payroll and annual operating budgets for the upcoming year. The Board decided the Payroll budget would be approved at the October meeting with the Finance committee, board President and director meeting in November to discuss the annual operating budget to be presented, discussed and approved at the January meeting. Should an additional meeting be required, trustees will set a date for that meeting.

Motion was made by Trustee McGehee to approve setting all Board meetings to quarterly meetings with suggested dates: July 25, October 25, 2023, January 24, and April 24, 2024.

Support: Trustee Harrell

Motion carried: Yes 5. No 0.

Motion was made by Trustee McGehee to amend Bylaws; Article 7.2 and other necessary documents from stating Board Meetings will meet at least one time per *month*-to one time per *quarter*. Support: Trustee Allgor.

Motion carried: Yes 5. No 0.

\*Director Ballett will make all necessary changes to documents as well as historical notations. New documents will be sent to trustees.

- 2. Recruitment of new Board Members. Will need to find 1 or 3 for voting purposes in either Village or Prairie Ronde:** Patti Cleary Monroe has agreed to be a new trustee. Patti will be replacing former Trustee Swiat and her term will be good through 2024. Trustee Harrell will be moving from the Schoolcraft area and has a potential person to fill the vacant position after the July meeting. Director Ballett will check with the Township supervisor as to Priscilla's replacement and once Cindy Harrell announces her official departure, will check with the Village as to replacement for that vacancy. Thankful for the quality possibilities for new members.

## **Ongoing Business**

### **Strategic Plan**

**Goal 1:** Migration to Microsoft 365 target date for completion is July 21, 2023. Will also look for web hosting at that time as well. Investing POUD, Dreamhost and Hostinger in that process of web improvement.

**Goal 2:** 21 programs were successfully delivered from January through April 2023. The FOL meetings time and day were changed. They will advertise to invite more interested community members. They currently have 8 members. Their Easter Basket auction raised \$2000 and Book sale brought \$500. FOL will likely do holiday baskets and possible Project 32 could be an option for future fundraising.

Discussion: To have Ongoing Business and FOL update section as a regular part of the Board meeting agendas with upcoming events included. This would allow trustees another opportunity to view what is currently happening and future events as well. It was suggested that Board members may consider showing increased support by attending the programs offered by the library more frequently.

### **COMMITTEE REPORTS**

1. **Facilities**—*Bob Crissman, Todd Allgor:* Weed and feed and power washing has been done by Trustee Crissman. Thank you! Tom has things that he will be taking care of and Trustee Crissman will take leftover books from book sale to Goodwill, etc.
2. **Finance**— *Sandie McGehee, Cindy Harrell:* N/A
3. **Personnel**—*Courtney Bordner, Jennifer Sportel,:* Library board members have been invited to Village Council meeting: June 5 7:00 p.m.
4. **Tech Resource:** As needed.

**Director's Report: See attached report.** Director Ballett shared that the interviewing process for new staff member was completed with a very positive hiring. The new staff member will begin in June. There will also be a part time summer clerk who was hired to assist with shelving and other miscellaneous work throughout the library.

Motion to adjourn the meeting made by Trustee Crissman. Support: Trustee Allgor. Motion carried: Yes 6. No 0. Meeting adjourned at 7:31.

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