

**Minutes of the Schoolcraft Community Library by the Board of Trustees
1-31-2024 6:00pm**

Call to order	6:05 pm	Please note: We must have five committee members for a quorum
Date	01-31-2024	
Minutes Taken by:	Alexis McKeown	

Roll Call for attendance		Area	Present	Absent	Committee Assignment	Year Inducted	Renewal year
Jennifer Sportel	President	Village	x		Personnel	Sept. 2019	Nov. 2024
Courtney Bordner	Vice President	Village	x		Personnel	Oct. 2018	Nov. 2024
Alexis McKeown	Secretary	Village	x		Comm. Relations	Sept. 2016	Jan. 2024
Sandie McGehee	Treasurer	Village	x		Finance	March 2017	Jan. 2024
Bob Crissman	Trustee	Prairie Ronde	x		Facilities	Aug. 2015	Dec. 2024
Danielle Luteyn	Trustee	Township	x		Comm. Relations	Oct. 2023	Jan. 2028
Patty Clery-Monroe	Trustee	Township	x		Fiance	July 2023	Jan 2028
Pam Ballett	Director						
Guests Present: NONE							

Approval: of today's <u>Agenda</u>	Yes or No	
Motion to approve...	Motion Made By: Jennifer Sportel	Support By: Sandy McGehee

Approval of last meeting's minutes	Yes or No	
Motion to approve <u>MINUTES</u> of October	Motion Made by: Patty Clery-Monroe	Support By: Bob Crissman

Treasurer's Report for Bills (Payables)		
<ul style="list-style-type: none"> • 83% of budget, currently in line with report and expectations. • Treasurer is comfortable and confident with the budget, at this point. • Discussed revenue and financial requirements. • Reviewed budget approval 2023 		
Approval of Bills (Payables)	Yes or No	
Motion to approve...	Motion Made By: Jennifer Sportel	Support By: Courtney Bordner

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	n/a	Discussion point	n/a
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OLD BUSINESS
1. Bylaw revision 4.2 Trustee and Director evaluation

Approval of <u>OLD Business</u>	Unanimously Voted: Yes
Motion to: Motion was already approved for the change to ByLaw 4.2 - needs to be signed by secretary and scanned to electronic documents.	Roll Call Vote Unanimous vote - all in favor.

NEW BUSINESS

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| 1. Directors evaluation completed - Copy will be scanned in to be included with electronic records. |
| 2. Changed wording to inclement weather weather and closing procedure. "LIBRARY CLOSING DUE TO DANGEROUS CONDITIONS: The Director or senior staff member on duty is authorized to close the library in the event that an impending storm or other development(s) pose a threat to the safety of patrons and staff. Generally the library will follow the Schoolcraft Community School's decision to close due to inclement weather. A closing notice may be posted on the website or on other media sites (TV, radio, papers ie.) The library or off-site location may be reopened when it is determined to be safe to conduct library operations or programs. Programs may be canceled or postponed in the event of development of dangerous conditions at the discretion of the Director or senior staff member on duty." |

Motion to support <u>NEW Business</u>	<u>Yes</u> or No	
Motion to change wording in procedure for inclement weather.	Motion Made By: Sandie McGehee	Support By: Bob Crissman

COMMITTEE REPORTS		
Facilities	Bob Crissman, Patty Clery-Monroe, Danielle Luteyn	Snow removal
Finance	Sandie McGehee & Patty Clery-Monroe	
Personnel	Jennifer Sportel, Courtney Bordner, Alexis McKeown	Director Evaluations
Community Relations	Jennifer Sportel, Danielle Luteyn, Alexis McKeown	Discussion of village and township changes
Tech Resource	group effort	

Director's Report	
*See Attached Doc. on agenda	
Ongoing Business	
Strategic Plan Reviews	Plan began in the year 2022 ***5 year plan
Goal 1	web hosting; Investing POUD, Dreamhost and Hostinger in that process of web improvement
Updates	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.
Goal 2	connecting with the community; grant from Home Depot; community can help tend it and reap the benefits from it
Updates	<ul style="list-style-type: none"> preparing for summer programs

Next Meeting Topics

Next meeting will also have the annual meeting included.
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Motion to adjourn the meeting

Motion made by: Courtney Bordner

Support by: Jennifer Sportel

Meeting adjourned 7:32 pm

Number of yes and no votes	unanimous
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