

**Minutes of the Schoolcraft Community Library by the Board of Trustees
6:00pm**

Call to order	6:34 pm	Please note: We must have five committee members for a quorum
Date	October 11, 2023	
Minutes Taken by:	Alexis McKeown	

Roll Call for attendance		Area	Present	Absent	Committee Assignment	Year Inducted	Renewal year
Jennifer Sportel	President	Village			Personnel	Sept. 2019	Nov. 2024
Courtney Bordner	Vice President	Village			Personnel	Oct. 2018	Nov. 2024
Alexis McKeown	Secretary	Village				2023	
Sandie McGehee	Treasurer	Village			Finance	March 2017	Jan. 2024
Bob Crissman	Trustee	Prairie Ronde		X	Facilities	Aug. 2015	Dec. 2024
Patty Clery-Monroe	Trustee	Prairie Ronde				2023	
Todd Allgor	Trustee	Township			Facilities	April 2020	Jan. 2024
Pam Ballett	Director						
Guests Present: Kate Andrade from Woodlands							

Approval: of today's <u>Agenda</u>		
Motion to approve...	Motion Made By: Courtney Bordner	Support By: Sandie McGehee

Approval: of last meeting's minutes		
Motion to approve <u>MINUTES</u> of (July/2023)	Motion Made by: Sandie McGehee	Support By: Courtney Bordner
Treasurer's Report for Bills (Payables)		
Approval of Bills (Payables)		
Motion to approve...	Motion Made By: Jenny Sportel	Support By: Todd Allgor

Public Comment			
<i>Please note: 3 minutes per speaker will be provided for individuals to comment on the Schoolcraft Community Library's operations, procedures, and collections</i>			
Name of Person Speaking	no speakers	Discussion point	n/a

OLD BUSINESS
<p>1. Changing the wording regarding trustees missing meetings according to the by laws. Unexcused absences (no contact) will be limited to TWO. Previously shown as THREE. ARTICLE IV 4.2. <i>“A Trustee misses three (3) consecutive regular meetings without providing an excuse for absence. Unexcused absences will be considered those meetings where a Trustee does not provide a valid reason for absence in advance to the Library Director such as illness, business or bereavement travel.”</i></p> <p>Did a roll call vote on this change - Sandie McGee - YES, Alexis McKeown - YES, Courtney Bordner - YES, Todd Allgor- YES, Patty Clery-Monroe- YES, Jenny Sportel.</p>
<p>2. ARTICLE 3.2 - No changes needed as proposed secretary is a village resident. The bylaw only applies to Township and Prairie Ronde - does not apply to village residents.</p>

Approval of <u>OLD Business</u>		
Motion to approve OLD Business	Motion Made By: Unanimous	Support By:

NEW BUSINESS
<p>1. Appointment approval of Danielle Luteyn Jan 2024. A letter request was required regarding trustee transfer. Danielle Luteyn was approved after the letter was sent by the President and discussed at the township meeting. Todd Allgor is staying on through his term in January 2024. Danielle will join at a later date as they are both Township members. Danielle will be welcomed as a guest at the next trustee meeting and will be appointed in January. Board voted on Danielle Luteyn being appointed in a January motion proposed by Courtney, supported by Sandie.</p>
<p>2. Amendments to the BY-LAWS, Secretary is supposed to type up amendments and present it to the board. This will be presented at the next board meeting.</p>
<p>3. Payroll Review, discussed simple IRA - 3% match for all employees through Edward Jones in Schoolcraft. Discussion regarding changes in the health benefits for the Director by \$9,000. Payroll proposals for this can be afforded as presented by the treasurer. Discussion regarding Sheri who works 30 hours a week, 5 days a week. The discussion regarding this topic was to add 8 paid holidays or 48 hours a year. Pam will discuss with Sheri and vote on at a later meeting after more investigation on the payroll system. Discussion needs to be had regarding changing PTO and holiday pay depending on what makes most sense. Discussed payroll/budget regarding PTO, bonuses and closed time during holidays. Next meeting is set for November 29th at 6 PM in which we will approve personnel and budget. If changes are adopted, contracts will have to be amended to reflect. Discussed director evaluations.</p>

COMMITTEE REPORTS		
Facilities	Bob Crissman, Todd Allgor	End of Season landscaping and exterior work done. Discussion about winter landscaping, several trustee members will help to ready beds for winter.
Finance	Sandie McGehee	all covered
Tech Resource	group effort	
Personnel	Jennifer Sportel: chair Courtney Bordner	no comments from Courtney Bordner. Jenny Sportel attended village and township meetings.

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	The new host has been secured and creation of the new website is going to begin.	
Goal 2	connecting with the community; grant from Home Depot; community can help tend it and reap the benefits from it	
Updates	Successful summer programs, 25 programs offered.	

Next Meeting Topics
Present changes to the amendments. Payroll/budget changes. Director Evaluations.

