

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

Call to order	6:44	Please note: We must have five committee members for a quorum
Date	4-24-24	
Minutes Taken by:	Jennifer Sportel	

Roll Call for attendance		Area	Present	Absent	Committee Assignment	Year Inducted	Renewal year
Jennifer Sportel	President	Village	X		Chair: Personnel Chair: Community Relations	Sept. 2019	Nov. 2024
Courtney Bordner	Vice President	Village	X		Personnel Finance	Oct. 2018	Nov. 2024
Alexis McKeown	Secretary	Village		X	Community Relations	***2023	Jan. 2024
Sandie McGehee	Treasurer	Village	X		Chair: Finance	March 2017	Jan. 2024
Bob Crissman	Trustee	Prairie Ronde Township	X		Chair: Facilities	Aug. 2015	Dec. 2024
Patty Clery-Monroe	Trustee	Prairie Ronde Township	X		Finance	July 2023	Jan 2028
Danielle Luteyn	Trustee	Schoolcraft Township					
Pam Ballett	Director						
Guests/Non-Board	N/A						

Motion to approve today's agenda made by: Danielle Luteyn		
Support By: Patty Clery-Monroe	All in favor: 5	Unsupported: 0
Discussion:		
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Motion to approve last meeting's minutes made by: Sandie McGehee		
Support By: Patty Clery-Monroe	All in favor: 5	Unsupported: 0
Discussion:		
• Asked to correct some typos and misspellings		

Treasurer's Report for Bills and Payables

Motion to approve the bills and payables made by: Sandie McGehee

Support by: Courtney Bordner

All in favor: 5

Unsupported: 0

Discussion:

- concerns about moving it into a CD at this time of the year...CD rates make a difference
- Will put the \$10,000 or \$20,000...possibly into a CD in September, 2024

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:

OLD BUSINESS

1. N/A

NEW BUSINESS

1. February moved to QuickBooks
...format of the paperwork sent by Pam will read differently
Income of \$34,925
Expense of \$25
...in the black of about \$9,000

Sheri and Sandie will make a standing meeting to talk about bills and expenses...
Auditor chose for library to use "desktop Quick Books"...cheaper to do it online for payroll...
"Profit and loss" and the "balance sheet"...is what should be printed for each board meeting

Questions for maintaining good budgeting...

- maybe use the statistics...maybe we could use those statistics to purchase books on CD...etc.
what are our users for Libby and Hoopla?

Crafts and Hobby...tons of videos and classes and tutorials, DIY stuff. It's all free and click it and search advertising on the website...and will do a FB...it's also on the database...

2. Is there a director's contract?

Never updated. ie: \$12,000.00 budgeted item for health related items

Personnel team to join in and create a Google Doc and think about what would need to be on that. Will use this for the end of the year

Things about how health disbursements can be made via the law and taxes being taken out if it is not

reimbursed.
Pam will check out from Woodlands

3. Policy review assignments

...Pam sort the priorities of the policies and then will send them to the committee Chair.
What is a policy vs what is a procedure...

4. Discussion to encourage future recruitment

- Stipend or compensation for Board members...
 - Is it legal? we are spending taxpayer money...

Thoughts:

- because we are a non-profit and not in it for the money, the idea is to volunteer time and not take away library profits
- considering not many are stepping up to donate time with busy schedules, maybe a small stipend per meeting attended might be considered for those on the board

Decided to table the idea at this time

COMMITTEE REPORTS

COMMITTEE REPORTS		
Finance	Chair: Sandie McGehee Courtney Bordner	no new reports
Facilities	Chair: Bob Crissman Patty Clery-Monroe Danielle Luteyn	cracks sealed, new lines, edge of the road at the edge of the parking lot...Bob asked the village, can you guys fill this. They filled the street... TM Asphalt Sealing...sealing, lining and doing the parking lot updates Randy Palmer is mowing mulch...
Personnel	Chair: Jennifer Sportel Courtney Bordner	no new reports
Community Relations	Chair: Jennifer Sportel Danielle Luteyn	May 13 Silent Auction Book and Bake Sale 16-17-18 th, fr, sat Bob will donate book boxes... Danielle...posting about the board and advertising about the board... May 8th Open House...5:30-7:00 Roxie... offered to give back the money she gets from the jewelry back to the library
Tech Resource	group effort	

Director's Report

*See Attached Doc. on agenda

Highlights: Roxie's Artwork...May 8th 5:30-7:00...request attendance by board members

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

Next Meeting Topics

- Will put possibly put \$10,000 or more into a CD in September
- What committee assignment does Alexis wish to commit to?

Motion to adjourn the meeting made by: Jenny Sportel

Support by: Bob Crissman

All in favor: 5

Unsupported: 0

Adjourned at: 7:54 PM