

Minutes of the Schoolcraft Community Library by the Board of Trustees

DATE 6:00pm

Call to order	6:07	Please note: We must have 5 committee members for a quorum
Date	July 26, 2023	
Minutes taken by:	Cindy Harrell & Jenny Sportel	

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
Cindy Harrell	Secretary	Village	x		Finance	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
Todd Allgor	Trustee	Township	x		Facilities	April 2020	Jan. 2024
Pam Ballett	Director: Present						
Guests Present: Patty Clery-Monroe, Alexis McKeown							

Approval of today's Agenda	Motion Carried	Yes	No
Motion	Sandie McGehee	Support	Todd Allgor

Approval: of the <u>Minutes</u> of last meeting May 24, 2023	Motion Carried	Yes	No
Motion	Todd Allgor	Support	Sandie McGehee

Treasurer's Report for Bills (Payables)			
<ul style="list-style-type: none"> • Looking good and about where we are supposed to be. • June report covers financials for May • July Report included property taxes • August will show 2 large money items <ul style="list-style-type: none"> ○ migration to Microsoft ○ New copier, as we are no longer renting 			

Approval of Bills (Payables)	Motion Carried	Yes	No
Motion	Sandie McGehee	Support	Todd Allgor

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

OLD BUSINESS

1. Recruitment to the library: Patty Clery-Monroe...by Pam and Alexis McKeown...by Cindy Harrell

- Bylaws state new trustees do not take positions
- **Todd Allgor** stepping down and to be replaced by **Danielle Luteyn** in October: Schoolcraft Township
- **Cindy Harrell** stepping down and to be replaced by **Alexis McKeown**: Village of Schoolcraft
- **Priscilla Swiat** stepped down in the spring and will be replaced by **Patty Clery-Monroe**: Prairie Ronde Township

Bringing new members on board...appointment, getting it approved through the village...does the village have a say in our term limits?! We have to look at the original charter

How about the length of time for officers like our secretary...we will look into this for our next meeting.

2. **Patty Clery-Monroe** has agreed to be a Trustee of the Library, representing Prairie Ronde Township

3. **Alexis McKeown** has agreed to be a Trustee of the Library, representing one of the Village residents.

Our board has agreed and voted on the above two new trustees.

Approval of OLD Business**Motion Carried****Yes**

No

Motion

Cindy Harrell

Support

Courtney Bordner

NEW BUSINESS

1. change the wording for the Bylaws regarding attendance of board meetings...changing wording according to the numbers based on the decreased amount of board meetings per year

2. Tom is leaving as the maintenance and lawn person until the end of July. Pam will talk with Bob Crissman. The library needs someone new. Discussion about maintaining the courtyard. Tom sprayed weed killer on the cracks, Jenny Sportel did the weeding, but the bushes and tree need to be tended to. The leaves will need to be addressed once fall comes.

3. Alexis said she would be the secretary for the board

**Any motions to support
NEW Business****Motion Carried****Yes**

No

Motion:

change to article 4.2a trustee misses three consecutive meetings to a trustee misses consecutive

Sandie McGehee

Support

Todd Allgor

Director's Report

Darby is great...glad she is on board; very motivated and takes lots of notes wanting to do the best job she can.

Ongoing Business

Strategic Plan Reviews (Plan began in year: 2022 To be completed by year:) 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

COMMITTEE REPORTS

Facilities: Bob Crissman, Todd Allgor

Nothing at this time

Finance: Sandie McGehee, Cindy Harrell

Nothing at this time

Personnel: Courtney Bordner, Jennifer Sportel

Jenny Sportel has attended Village Council meetings and is in the process of finding out if the Village newsletter can find space for the Library to promote activities

Tech Resource: group effort

Nothing at this time

Motion to adjourn the meeting 7:25 PM

Motion Carried

Yes

No

Motion made

Sandie McGehee

Support

Courtney Bordner

Topics for next agenda

Change wording for length of time for secretarial position discussion. Discussed that secretarial often takes a lot of focus and attention giving he/she not a lot of input on the discussion, therefore, might the new recruit be allowed the secretarial position, as we do not have a current secretary to scribe our meetings...who will fill this position? Alexis McKeown has agreed, should the wording in the Bylaws be changed to support a new recruit to scribe the meetings.

Approval of Todd Allgor stepping down as Schoolcraft Township representative having Danielle Luteyn taking his place.

How did the President and Director meeting and orientation go with new recruits?

Onboarding trustees

Terms of trustees...years required...

We need to change the wordings of the ByLaws for the requirements for secretary vs being here for 1 year before taking on an important position