

Minutes
Schoolcraft Community Library
Board of Trustees
January 25, 2023 6:00pm

Roll Call

Board Members Present

Bob Crissman
Sandie McGehee
Jennifer Sportel
Courtney Bordner
Cindy Harrell

Board Members Absent:

Todd Allgor
Priscilla Swiat

Library Staff Present: Director Pam Ballett

Call to order at: 6:06 p.m.

APPROVAL OF AGENDA:

Motion to approve: **Motion:** Motion made to approve agenda as presented: Trustee Crissman. **Support:** Trustee Bordner.

Motion carried: Yes 5. No 0.

Minutes of November 16, 2022

Motion to approve: **Motion:** Motion made to accept minutes as presented: Trustee Bordner. **Support:** Trustee Harrell.

Motion carried: Yes 5. No 0.

Treasurer's Report: November and December typically reflect a lower budget margin, but all is on target with revenue and expenses. It was noted that the gas bill was high, which is consistent with current costs of heating fuel.

Approval of Bills (Payables)

Motion to approve: **Motion:** Motion made to approve the bills by Trustee Sportel.
Support: Trustee Crissman.

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 N/A

NEW BUSINESS

1. Approval of Operating Budget 2023-2024

Motion to approve: Motion to approve operating budget for 2023-2024 by Trustee McGehee. **Support:** Trustee Bordner.

Motion carried: Yes 5. No 0.

2. Online Bill Paying: Discussion regarding paying the SCL bills online to assure timely payments are made-especially during holiday library closings. Accountability to/with the Board Treasurer was discussed and ways that bills could continue to be approved and accountable as currently done. Treasurer could discuss routing numbers, etc. for each monthly payment with the bank, or bills might be payable using a Visa card. The treasurer would, in theory, check, approve and review bills paid. More to be researched, discussed and shared with the board at a later date.

3. Approval of 2023 Closings Dates

Monday, May 29, 2023

Tuesday, July 4, 2023

Monday, September 4, 2023

Wednesday, November 22-close @ 5 p.m. through Saturday, November 25, 2023

Monday, December 25, 2023 through January 1, 2024

Motion to approve: Motion to approve library closing dates for 2023-24 by Trustee Crissman. **Support:** Trustee Sportel.

Motion carried: Yes 5. No 0.

4. Staff and Board Gifting: Trustee Sportel, Personnel Committee Chairperson, facilitated discussion regarding a protocol for future gifting for retiring staff/board members. Ideas presented included:

- Recognized Service: 10-20 years for staff member and 2 terms as Board Trustee
- Board members and staff should be included in the gifting or recognition
- Director Pam Ballett will look into budget for a line item that might support expenditures for gifting/recognition.
- Research with other boards to see what guidelines they use, if any, to support extra recognitions. More discussion and decisions to follow.

COMMITTEE REPORTS

1. **Facilities**—*Bob Crissman, Todd Allgor: Will need new furnace at some point. Prepare in budget.*
2. **Finance**—*Priscilla Swiat, Sandie McGehee: NA*
3. **Personnel**—*Courtney Bordner, Jennifer Sportel, Cindy Harrell: Staff/Board gifting*
4. **Tech Resource** *Todd Allgor, Cindy Harrell, Sandie McGehee: NA*

Director's Report: See full report. Director Ballett stated that the new FOL is excited in moving forward. It was suggested that website be updated with new Board member information and closing dates.

Next meeting: February 22, 2023. Crissman Community Room.

Motion to adjourn: **Motion:** Trustee Crissman. **Support:** Trustee Harrell

Motion carried: Yes 5. No 0.

Meeting adjourned at: 7:11 p.m.

Board Minutes recorded and submitted by, Trustee Harrell, Board Secretary.