

Minutes of the Schoolcraft Community Library

Board of Trustees Meeting

Date: June 26, 2019

Time Called to Order: 7:00 p.m.

Attendance: Goes, Haas, McGehee, Crissman, Bordner, Willis and Harrell

Absent: Swiat

Approval of Agenda: Motion to approve agenda deleting item #4 listed in Old Business due to the fact that it was listed as item #3 in New Business by Crissman. Second: Goes. Motion carried.

Public Comment: Kelly Bergland representing FOL report: Summer Palooza plans are underway with advertising going forward, potential participants in contact with FOL and donations needed for Silent Auction-contact Kelly Bergland regarding what will be donated. FOL Bylaws are to be reviewed. They are working on a Winter Fundraising event. FOL member drive is coming to a close and members will highlight how funds might be spent toward library needs and wishes. Thank-you Kelly!

Minutes of May 22, 2019. Motion to approve the Minutes by Bordner. Second: Crissman. Motion carried.

Treasurer Report: Trustee Goes noted that funds are slightly ahead of this time last year and finances are running smoothly.

Approval of Bills (Payables.) Motion to approve Payables by McGehee. Second: Willis. Motion carried.

Payables: Notable payables included: Payments to Woodlands-\$749, Summer Program Grand Finale Circus-\$500 and Insurance-\$693.

Receivables: Nothing to report.

Old Business

1. FOIA Policy: Website links and email changes

- a. Eric cleaned-up and reopened the director email and Director Ballett is set-up to receive library business correspondence/items via email.
- b. The website links listed in FOIA Policy are currently being worked on.

2. Library Services: Custodian

Theresa Phillips was hired as library custodian but resigned due to family commitments. The director will perform the duties until a new custodian can be found.

3. Library Personnel: New Hires

Roberta Yeater and Katie Brinker both hired as part-time library clerks. Both new clerks are doing very well and very welcomed to the Schoolcraft Community Library family.

4. Strategic Planning: Mission and Vision Statements

Strategic Planning Mission, Vision and Goal statements will be revisited in the Fall and kept on the Board Agenda to keep them forward in board work and thought.

5. Audit:

Resumes at the end of June with Doug Wohlberg and carried over to July agenda.

New Business:

- 1. Recognition of Trustee Kelly Bergland:** Great Appreciation and thanks for all that Trustee Bergland has done during her term as trustee on the Library Board. The board looks forward to her new position as FOL liaison to the Library Board.

(Jenny Sportel is considering a trustee position and if needed the board will search for candidates north of the village limits.)

2. Bylaws: Correction to Article 3.1 and update on Village Trustee numbers:

- a.** Cheri Lutz-Village Manager was contacted regarding the number of board trustees required to live within the village limits. Lutz commented that the Village Council is also considering bylaw changes. Trustee Goes spoke further with Manager Lutz as to board's concerns about number of village representatives currently needed on the library board and board's desire to change the bylaws to lower the number required. Lutz stated that the board did not need to seek legal counsel to change/update the number of trustees on the board with residency in the Village.
- b.** Trustee Goes will work on language for the change to the board bylaws stating number of board trustees and residency requirements for the total number of trustees. Goes will bring bylaw proposal to July board meeting.

3. Final Policies in Policy Review Cycle: Hiring a New Director & Resignation

- a.** Pages 32 and 39 were reviewed and able to remain as stated in current policy. Trustee McGehee commented that it appeared the policy was followed in hiring current new director and stood the test of application.
- b.** Motion to keep current policy statements on pages 32 & 39 as is by Haas. Second: Crissman. Motion carried.

4. Facilities: LED Program with Indiana Michigan Power

- a. Marti Benthian presented a program to change all lighting inside and outside of the library from current lighting to LED. Indiana Michigan Power Rebate Program offers \$2579.00 in rebate monies for this change. Marti can and will change the inside lights, but not the outside. Steve Peterson may need to be contacted to do outside lighting. There was a concern that more information is needed as to the upfront costs for the library and actual energy savings.
- b. Trustee Goes and Crissman from Finance and Facilities Committees will look into gather more information.

5. Dick Rafferty Memorial:

A card was sent to the Rafferty family from the Library Board. There will be a memorial service held at their church, Saturday, June 28, at 11:00 with reception to follow at Wind & James.

6. Data Guardian: Fundraising Opportunity

- a. Fundraising program opportunity brought forward to the Director by Jim Dean representing a paper shredding company, Data Guardian. Cards would be distributed to community members which would be presented at Data Guardian when shredding documentation occurs. A portion/percentage of the cost to the customer with card would be applied to FOL Fundraising account.
- b. Decision to participate in this program would need to be a made by FOL seeing that the Library Board does not initiate fundraising programs/opportunities.
- c. Motion made to defer participation in the Data Guardian fundraising program to Friends of the Library to decide on pursuing this opportunity by Crissman. Second: McGehee. Motion carried.

Committee Reports:

Facilities-Crissman, Goes: N/A

Finance-Haas, Goes, Swiat: Pursuing an additional CD.

Personnel-Willis, McGehee, Haas, Crissman: Hired new Director.

Community Relations-Willis: Village Council meeting attended where sewer/septic systems were addressed.

Technology-McGehee, Bordner, Harrell: N/A

DIRECTOR'S REPORT: Director Ballett highlighted the following from the Director's Report:

- New staff trainings have gone very well. New staff responsibilities have begun with Sheri taking on the ILL ordering and receiving and Tom at the helm of the Adult Book Club along with some office work.
- The library grounds are lush and looking beautiful. Thank you to Tom for ordering and spreading new mulch and Nancy Haas for weeding the flower beds around the library.
- Director Ballett is busy settling into all of the new responsibilities and training. Learning so much and excited to have the first month of directorship wrapped-up. We are grateful to have you Director Ballett.

MEETING ADJOURNED: TIME: 7:46. Motion to adjourn by Crissman. Second: MeGehee. Motion carried.

NEXT MEETING: July 24, 2019. Respectfully submitted by: C. Harrell