

Minutes of the Schoolcraft Community Library

Board of Trustees Meeting

Meeting conducted via Internet platform due to Coronavirus Pandemic.

Date: March 25, 2020

Time Called to Order: 6:18 p.m.

Attendance: All present

Approval of Agenda: Motion by Swiat to approve the agenda. Second: McGehee. Motion carried.

Minutes of February 26, 2020: Motion by Swiat to approve minutes. Second: Sportel. Motion carried.

Treasurer's Report: Goes reported that February showed a healthy income. More revenues were received in March and were slightly over last year's numbers and expenses were slightly under budget in comparison. Treasurer Goes moved \$10,000 from checking into savings account. The yearly budget outlook is positive.

Approval of Bill (Payables): The director stated that notable payment was the yearly Follett automation expense-\$865.00.

Motion to approve bills by Goes: Second: Crissman. Motion carried.

Old Business:

1. May Book Sale: The library book sale is on hold due to COVID-19 closures and restrictions. When and if it occurs the library staff will take charge for the entire event in May (same weekend as the Village Garage Sales.) It will include a bake sale. Board members offered to assist with setting up and sales.

New Business:

1. Approval of Fine Free Policy: Sportel presented several questions to Director Ballett regarding the similarity of SCL policy to other area library policies and if this new policy would reduce the amount of staff calls and contacts currently put forward for late materials or would the number remain the same. The director responded that staff member, Roxanne, who is currently responsible for these contacts, will lessen. Ballett further stated that SCL proposed policy is a similar version to some of the other libraries. It was also stated that the director is exploring the possibilities of putting forward a system for automatic renewals,

Motion by Willis to approve the SCL Fine Free Policy. Second: Sportel. Motion carried.

2. **Trustee Goes Replacement:** Trustees Sportel and Crissman have both spoken to several people about becoming a Board Trustee, but no commitments were made by those individuals. Trustees will continue to work toward putting the invitation forward to community members who are eligible. Candidate does not have to be a Village resident.

Committee Reports:

1. Facilities: Bob Crissman, Jim Goes: Nothing to report
2. Finances: Nancy Haas, Priscilla Swiat, Jim Goes: Nothing to report
3. Personnel: Ashley Willis, Nancy Haas, Bob Crissman, Sandie McGehee: Nothing to report
4. Community Relations: Ashley Willis: Nothing to report
5. Technology: Sandie McGehee, Cindy Harrell, Courtney Bordner: Nothing to report

Director's Report:

Director shared disappointments about cancellations and inability to serve the community during this time of navigating the safeguards in place for our community, nation and world. Specific concern was mentioned about the cancellation of necessary workshops that lead toward her certification. Director Ballett expressed deep appreciation for the amazing SCL staff and their dedication, willingness to serve and their concern for the community during this difficult time. We are very thankful.

Meeting Adjourned: Motion made by Swiat to adjourn meeting at 6:46. Second: Haas. Motion carried. Next meeting scheduled for April 22, 2020, at 6:00. Meeting format TBA.

**The Board had a discussion without Director Ballett present regarding her pay raise. President Haas ask the Board to consider beginning the pay raise with the next payroll. Haas would check with Cyndie as to the status of the pay raise.

Motion made by Haas to start Director Ballett's pay raise with the next payroll (if it has not already started.) Second: Crissman. Motion carried.