

# Minutes of the Schoolcraft Community Library

## Board of Trustees Meeting

Date: May 22, 2019

Time Called to Order: 7:02 p.m.

Attendance: Goes, Haas, Bergland, McGehee, Crissman, Bordner, Swiat and Harrell

Absent: Willis

Approval of Agenda: Motion to approve agenda by Crissman. Second: Goes. Motion carried.

Public Comment: None

Minutes of April 24, 2019. Motion to approve the Minutes with correction to SCL from SPL by Swiat. Second: McGehee. Motion carried.

Minutes of Special Meeting May 6, 2019: New Director: Motion to approve minutes from Special Board Meeting by Haas. Second: Bordner. Motion carried.

Treasurer Report: Trustee Goes noted State Aid monies were received. Standard month financially. Savings reflects \$2,000 surplus moved to savings.

Approval of Bills (Payables.) Motion to approve Payables by Crissman. Second: Bordner. Motion carried.

Payables: Notable payables included: Payment to Worker's Compensation and Kalamazoo Gazette yearly subscription.

Receivables: Nothing to report.

### Old Business

#### 1. New Director Update:

- Recognition of Pam Ballett's fifteen years of service to SCL
- Recognition of Pam Ballett as the new Director of the Schoolcraft Community Library. Welcome to Pam and the Board is pleased and looking forward to working together in the future.
- Director Ballett will be recognized at Village Council Meeting, June 3, 2019.
- Personnel Committee will begin meeting with Director Ballett in a few weeks.

#### 2. Bylaws Revisions:

- Correction made to Article 3.1
- Changing the number of Library Board Trustees with residence in the Village must be approved by the Village of Schoolcraft Council.
- Haas will contact the Village Council with Library Board recommendation to change village representation to no less than 5 members, 2 from Prairie Ronde and 2 members from Schoolcraft Township

### 3. FOIA Policy Review:

- All mention of Director's email address will be change to new address
  - All library website URL's will be corrected and all link referenced and imbedded within the policies will be activated.
- 6 Detailed Cost Itemization-- Haas, Swiat: No change
  - 7 Extension Notice--Goes, Harrell: No Change
  - 8 Notice of Denial-- Goes, Harrell: No change
  - 9 Certification Form-- Goes, Harrell: No change
  - 10 Appeal Form- Denial of Records-- McGehee, Crissman: Word "Council" change to "Board" wherever it appears in this section.
  - 11 Appeal Form- Excessive Fee -- McGehee, Crissman: Same word change as in section e.
  - 12 Appeal Extension Notice -- McGehee, Crissman: No change
  - 13 Page 2 Appeal Extension Notice-- Willis, Bordner: No change
  - 14 Appeal Determination- Denial -- Willis, Bordner: No change
  - 15 Appeal Determination- Excessive -- Willis, Bordner: No change

Motion by Haas to approve FOIA Policy Review with changes to be made to library website URL and activation to library website links, Director email address and word change from Council to Board in sections e & f. Second: McGehee. Motion carried.

### 4. Library Services:

- Lawn Mowing: Randy Palmer has been selected as lawn service provider. He will begin part-time and move to full-time in July. Tom will fill-in with mowing until Randy increases to full-time
- Custodian: Director is looking for person to fill this position. She is talking with two individuals from the community who are interested.

### 5. Library Personnel: New Hires

- Director Ballett will be hiring 2 new people to the library staff

- Both positions will be part-time
- Director is considering Roberta Yeater and Katie Brinkert (past employee at SCL and Portage Public Library) for 15 hours/wk positions
- Director will proceed with hiring and keep the Board informed

#### 6. Final Policies in Policy Review cycle for June meeting:

- All Board Trustees will review the Policy Section regarding Hiring a New Director and Resignation for the June Board Meeting.

#### 7. Strategic Planning:

- Mission and Vision statements were reviewed and considered by Trustees after presented at the April Board Meeting.
- Mission statement was brought forward for a vote of approval.  
Motion by McGehee to approve Mission statement as written. Second: Haas.  
Motion carried.
- Vision statement was presented for a vote of approval.  
Motion by McGehee to approve Vision statement as written. Second: Crissman.  
Motion carried.
- Overall goals will be considered by Director Ballett with any assistance needed from Board members. The goals will provide focus for all committee work.

#### New Business:

1. **Audit:** Will resume at the end of June via Doug Wahlberg. Doug did preliminary work and will finish when he returns from vacation at the end of June. Trustee Goes will be meeting with Doug.

#### Committee Reports:

Facilities-Crissman, Bergland, Goes:

- Facility Walk-through found the following
  - Brick repair
  - HVAC work to be done by Gary Gross. Scouts cleaned out leaves from air conditioning unit and area
  - 2 exterior doors to be painted and Library sign to be cleaned
  - Asphalt cracks to be sealed, a fix for wall where chairs are damaging drywall and carpets need cleaning
  - A shade structure for outdoor reading area has been suggested to be built in honor of Faye VanRavenswaay.

Finance-Haas, Goes, Swiat: N/A

Personnel-Willis, McGehee, Haas, Crissman: Hiring of new Director.

Community Relations-Willis, Bergland: Working on Palooza, which will be held at the Wind and James, August 1, 2019, 5-7:30 p.m. Winter Fund Raiser plans are beginning.

Technology-McGehee, Bordner, Harrell: N/A

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

- Great response from community to Student Art Exhibit in the library
- Library received Dollar General Grant to be used for summer programming including final program July 30, 2019, 3-4:00 p.m. at the Wind and James. Faye VanRavenswaay will be performing.
- Motion by McGehee to close the library on July 30, 2019 from 2:30-4:30 to allow library staff attendance at the closing program at the Wind and James. Second: Bergland. Motion Carried.

**MEETING ADJOURNED:** TIME: 7:50. Motion to adjourn by Swiat. Second: Crissman. Motion carried.

**NEXT MEETING:** June 26, 2019.      Respectfully submitted by: C. Harrell