

Schoolcraft Community Library
Board of Trustees Meeting Minutes
January 26, 2022

Place: SCL, R. Crissman Community Room

Meeting Called to Order by Library Board Vice President Swiat: 6:00 p.m.

I. Roll Call

Board Members Present

- Bob Crissman
- Cindy Harrell
- Sandie McGehee
- Ashley Willis
- Courtney Bordner
- Priscilla Swiat
- Todd Allgor
- Jennifer Sportel

Board Members Absent: Nancy Haas

Library Staff: Director Ballett

II. Adoption of the Agenda for General Board Meeting of January 26, 2022

Discussion: N/A

Action Taken: Board Vice President Swiat asked if there were any additions or changes needed to the agenda for current meeting before adoption.

Motion: Trustee Willis made a motion to adopt meeting agenda as presented. Supported by Trustee Bordner.

Motion carried Yes 8. No 0.

III. Adoption of Library Board Minutes, November 17, 2021

Discussion: No discussion.

Action Taken: Board Vice President Swiat asked if there were any additions or changes to November 17, 2021 Library Board Minutes before adoption.

Motion: Motion was made by Trustee Crissman to accept the minutes as presented. Supported by Trustee McGehee.

Motion carried: Yes 8. No 0.

IV. Financial Reports

Treasurer Report: Approval of Bills (Payables) All standard bills and payables. Trustee McGehee noted that property taxes were received during December, which brought new revenue to the budget. There will not be any other significant revenue received until March/April. Money will be moved from checking account to savings with a goal of keeping a balance of at least \$25,000.00 in the savings account. The fluctuation in the payroll payables reflected three pay periods, as well as bonuses to staff. Finances are in good condition.

Discussion: No discussion.

Action Taken: Board Vice President Swiat asked for a motion to approve the library bills and payables.

Motion: Motion to approve payables made by Trustee Sportel. Supported by Trustee Allgor.

Motion carried. Yes 8. No 0.

V. Comments or Requests from the Public, Board Members, or Library Staff

Vice President Swiat opened for any comments.

Discussion: N/A

Action Taken: N/A

VI. Old Business

A. Payroll Amendment Approval

Discussion: The SCL staff payroll budget was brought for a vote of approval to the board, as presented and written, by the Finance Committee, at the November 17, 2021 board meeting and approved. However, with further thought after the approval vote was made, an amended payroll budget was brought to the board at the January 26, 2022 board meeting to approve raising payroll hourly rates that are in-line with the current economy. Board members agreed that, although our payroll budget was projected to reach higher hourly pay for employees in the near future, it was appropriate to excel the process and institute the payroll increase immediately. The SCL staff is very much appreciated and highly valued. It is the board's desire to make certain that our payroll budget reflects that truth. New hires will begin hourly pay at a lower rate with consideration to their background experiences. The total number of staff members will be lowered to five in the months to come following the retirement of one of the current staff members.

Action Taken: Vice President Swiat asked that a motion be made to approve the Amended SCL Staff Payroll Budget.

Motion: Motion was made by Trustee Crissman to approve payroll budget as amended and presented. Supported by Trustee Willis.

Motion carried: Yes: 8 No: 0

V. New Business

A. 2022/2023 Budget First Look

Discussion: It was noted by Finance Committee members that the budget must be approved by the end of the February board meeting. The proposed budget will reflect the new payroll budget. The proposed "Reimbursement line item" was lowered due to several factors; one being movie licensing usually payed to Woodlands is now payed directly to licensor by SCL. The large increase noted in the projected funds for "Indoor Projects" reflects furniture purchases that are to be made in 2022. There will be a deficit in the budget, however that deficit is projected to be resolved quickly.

Action Taken: No action necessary.

Motion: N/A

B. 2022 Closing Date Calendar

Discussion: Director Ballet shared dates that SCL will be closed in 2022:

Monday, May 30, 2022

Monday, September 5, 2022

Monday July 4, 2022

Close @ 5:00 p.m., Wednesday, November 23-November 26, 2022

Saturday, December 24-December 31, 2022

Action Taken: Vice President Swiat asked for a motion to approve the SCL Closing Date Calendar for 2022.

Motion: Motion to accept Closing Date Calendar made by Trustee Bordner. Supported by Trustee Swiat.

Motion carried: Yes: 8 No: 0

VII. Committee Reports

A. Facilities-Bob Crissman, Nancy Haas, Todd Allgor: Director reported that the spines on the books in children's area on shelves facing West, are fading. Will need to have UV filtering for the windows in that area.

B. Finance-Nancy Haas, Priscilla Swiat, Sandie McGehee: Nothing more to report.

C. Personnel-Ashely Willis, Cindy Harrell, Jennifer Sportel, Courtney Bordner: Trustee Willis reported that all of the Director Evaluations had been turned in and will be compiled, shared with Personal Committee members for review and then shared by Trustee Willis with Director Ballett.

X. Director's Report: Director Ballett shared that she has officially become a certified library director and received her Level III Certificate. Congratulations to Director Ballett for all of her hard work and this great achievement. After compiling report for State Aid, it became apparent that more virtual programming and methods to track attendance will be needed in the future. Great successes with Adult Book Club, Adult Craft Night and Preschool Holiday Storytime. The library displayed, once again, the magazine art by Phil Horton during December and was highlighted during the Christmas Walk. Tom created a beautiful and creative barn door into the kitchen area, which allowed for better working space in the office area. A generous contribution of \$2500.00 was made in December to SCL. A portion was designated for Children's collection and the rest to be used however it is needed. Gratefully received.

XI. Adjournment

Action Taken: Vice President Swiat stated that if there was no further business to be considered, a motion to adjourn the meeting would be accepted.

Motion: It was moved by Trustee Swiat to adjourn the board meeting. Motion was supported by Trustee McGehee.

Motion carried. Yes 8. No. 0.

The general board meeting of January 26, 2022 was adjourned at 6:34 p.m.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: February 23, 2022.