

Schoolcraft Community Library
Board of Trustees Meeting Minutes
February 23, 2022

Place: SCL, R. Crissman Community Room

Meeting Called to Order by Library Board Vice President Swiat: 6:02 p.m.

I. Roll Call

Board Members Present

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

Board Members Absent: Nancy Haas and Courtney Bordner

Library Staff: Director Ballett

II. Adoption of the Agenda for General Board Meeting of February 23, 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. No changes or additions.

Motion: Trustee McGehee made a motion to adopt meeting agenda as presented. Supported by Trustee Crissman.

Motion carried Yes 7. No 0.

III. Adoption of Library Board Minutes, January 26, 2022

Discussion: Trustee Swiat noted that a correction needed to be made under *Old Business, section A, "Payment Amendment Approval": Change the word, excel to accelerate.* Trustee Harrell noted and will make the change and resubmit the corrected minutes to Director Ballett.

Action Taken: Board Vice President Swiat asked if there were any further additions or changes to January 26, 2022 Library Board Minutes before adoption. No further changes or additions.

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

Motion carried: Yes 7. No 0.

IV. Financial Reports

Treasurer Report: Approval of Bills (Payables) All standard bills and payables. Trustee McGehee noted that additional taxes were received in February, which will be deposited into checking account. Once the 2022-23 Budget has been approved designated money will be moved from checking account to savings. 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 McGehee. Supported by Trustee Willis.

Motion carried. Yes 7. 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. Director Evaluation

Discussion: Trustee Willis provided emailed copies of the final Director Evaluation to all trustees and Director Ballett. Trustee Willis shared the evaluation with the director, February 23, 2022 prior to the board meeting. Director Ballett rated "Meeting Expectations" in all four areas of the evaluation process. Trustee Willis further went on to thank and commend Pam Ballett for her exceptional work and leadership throughout the past year. It was a difficult time to navigate and all of the trustees expressed their gratitude and appreciation for her professional and caring work. Director Ballett's goals for the upcoming year are as follows:

1. A commitment to deepen understanding of library finances. One of the steps that will be taken to accomplish this goal will be to attend training sessions lead by current office manager and the staff member who will be stepping into that position this year.
2. To rebuild relationships within the community that were interrupted due to Covid-19 restrictions. The Director's hopes are to begin the rebuilding process with community members, businesses, Schoolcraft public schools, preschools and the Eagle's Nest. Director Ballett looks forward to the opportunity to reconnect and revitalize the library's strong supportive and relational partnership throughout the community.

Action Taken: N/A

Motion: N/A

V. New Business

A. 2021/2022 Amended Budget for Approval

Discussion: The 2021/2022 Approved budget had to be amended due to the following:

1. A payroll cushion was added and previously approved by the Board.
2. Contingency Fund was increased as recommended by Auditor. The increase will allow for more robust fluidity within the fund.
3. Project costs were increased. These cost increases were supported by grant money and special donations.

Action Taken: Vice President Swiat asked that a motion be made to approve the amended 2021/2022 budget.

Motion: Motion was made by Trustee McGehee that the budget be approved. Supported by Trustee Sportel.

Motion carried: Yes 7. No 0.

B. 2022/2023 Amended Budget for Approval

Discussion: Board members reviewed amended budget and noted contingency fund had been increased as expected.

Action Taken: Vice President Swiat asked that a motion be made to approve the amended 2022/23 budget.

Motion: Motion was made by Trustee Swiat to approve the amended 2022/2023 budget as presented. Supported by Trustee Crissman.

Motion carried: Yes: 7 No: 0

VII. Committee Reports

A. *Facilities-Bob Crissman, Nancy Haas, Todd Allgor:* Nothing new to report. Summary of the year included all LED lighting replaced, snow removal was contracted as previous year, parking lot will need cracking to be filled this summer, will need to look into furnace efficiency as potential reason for higher gas bills, checking library roof to assess its' longevity and many thanks to Terry and Nancy Haas for all of the outdoor caretaking.

B. *Finance-Nancy Haas, Priscilla Swiat, Sandie McGehee:* All budgets amended for approval.

C. *Personnel-Ashely Willis, Cindy Harrell, Jennifer Sportel, Courtney Bordner:* Director's evaluation finalized and shared with director.

X. Director's Report: Director Ballett shared that the library's technology consultant, Gary Monroe suggested technology upgrades. Director Ballett and Gary would like board members who have technology experience to meet with Gary and the director in the next few weeks. The library staff is hoping to open the summer reading program with an exciting kick-off, Saturday, June 4, 2022. Director Ballett is preparing grant applications to help fund the summer program and support this much hoped for Summer Reading Opening Day. The Director reminded trustees that they will have an opportunity at the April Board meeting to volunteer to serve in a Board Officer position. Trustees were encouraged to be thinking about their upcoming roles on the Board.

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 Crissman.

Motion carried. Yes 7. No. 0.

The general board meeting of February 23, 2022 was adjourned at 6:57 p.m.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: March 23, 2022.