

Schoolcraft Community Library Board of Trustees

Meeting Minutes August 24, 2022

Place: SCL Crissman Community Room

Date: August 24, 2022

Time Meeting Called to Order by Library Board President Haas 6:00 p.m.

Roll Call

Board Members Present

Sandie McGehee

Ashley Willis

Priscilla Swiat

Jennifer Sportel

Cindy Harrell

Nancy Haas

Board Members Absent: Bob Crissman, Todd Allgor, Courtney Bordner

Library Staff Present: Director Ballett

Adoption of Agenda for General Library Board Meeting of August 24, 2022

Discussion and Action Taken: President Haas asked if there were any additions or changes needed to the agenda for the current meeting before agenda adoption.

Motion: Motion was made by Trustee Swiat to adopt the agenda for August 24, 2022 general board meeting.

Supported: Trustee Willis

Motion carried: Yes 6. No 0.

Adoption of General Library Board Meeting Minutes of July 27, 2022

Discussion and Action Taken: President Haas noted that references to "President Haas" be changed to "Vice President Swiat" where appropriate to designate Trustee Swiat serving as Vice President in charge of the meeting. With those changes, President Haas asked for a motion to accept the minutes of the general board meeting minutes of July 27, 2022.

Motion: Motion was made by Trustee Sportel to adopt the general board meeting minutes of July 27, 2022 with corrections.

Supported: Trustee McGehee

Motion carried: Yes 6. No 0.

Treasurer's Report

Discussion and Action Taken: Budget is still healthy. After tax revenue time of year, finance committee will consider moving money overflow to savings or CD.

### Approval of Bills/Payables:

Discussion and Action Taken: There was a question regarding waste disposal bill increase. Director will confer with office manager to determine the increase.

Motion: Motion was made by Trustee Sportel to approve the library bills and payables.

Supported: Trustee Swiat

Motion carried: Yes 6. No 0.

### Comments or Requests from the Public, Board Members, or Library Staff

None

### Old Business:

- A. No Old Business Items

### New Business

- A. Strategic Planning

Discussion and Action Taken: Director Ballett shared staff input regarding strategic planning moving forward. The staff shared the following goal concerns:

- Patronage-programming and materials with senior patronage growing.
- Sound in the Crissman Community room
- Volunteers: focusing on younger circle of teens to volunteer for library events
- Community relationship growth: How to address deepening and building relationships within community
- Shifting funds in the library budget to address new goals
- Board members becoming more present-"face of the library" in the community

The strategic plan would become a library staff driven plan supported and approved by the board and board committees. The library board's position would be to keep the plan and staff accountable in the progress. It was suggested that the Director would give a monthly report as an agenda item what progress is taking place in strategic planning goals and what support/approval is needed from the board.

President Haas suggested to Director Ballett that the staff go back to top goals/focus points to prioritize first steps in the strategic plan then present to the board for support/approval.

- B. Staff Recognition

Discussion and Action Taken: There will be a staff recognition for years served as a library staff member at the September 28, 2022 board meeting at 6:15. Tom, Sheri, Roxanne and Cyndi will be recognized for the milestone years with a certificate. Refreshments provided: Cider: Cindy, Donuts: Priscilla, Paper Goods: Ashley

## Committee Reports

1. Facilities: Bob Crissman, Nancy Haas, Todd Allgor: Suggestion made add window washing to budget
2. Finance: Nancy Haas, Priscilla Swiat, Sandie McGehee: Will meet in October
3. Personnel: Ashely Willis, Jennifer Sportel, Courtney Bordner: Think about new hire to fill Sheri's position as she moves to office manager position. A new job description will need to be written for that new hire.
4. Technology Resource Group (As needed)

Director's Report: Director shared Prairie Page Turners events. The MLA representative visited SCL and shared updates concerning current library affairs in Michigan. Staff had an outing to celebrate their dedicated and successful work this summer and discuss Fall programming. Thank you Director Ballett and Staff!

Adjournment Time: 7:08 p.m.

Discussion and Action Taken: There was no further business to be considered, a motion to adjourn the meeting would be accepted.

Motion: Motion was made by Trustee Swiat to adjourn the meeting.

Supported: Trustee McGehee

Motion carried: Yes 6. No 0.

Recorded and transcribed by Cindy Harrell

Next General Library Board Meeting: September 28, 2022, 6:00 p.m., SCL, Crissman Community Room