

Schoolcraft Community Library Board of Trustees

Meeting Minutes September 28, 2022

Place: SCL Crissman Community Room

Date: September 28, 2022

Time Meeting Called to Order by Library Board Vice President Swiat: 6:15 p.m.

Roll Call

Board Members Present

Todd Allgor

Courtney Bordner

Sandie McGehee

Ashley Willis

Priscilla Swiat

Bob Crissman

Board Members Absent: Jennifer Sportel, Nancy Haas, Cindy Harrell

Library Staff Present: Director Ballett

Adoption of Agenda for General Library Board Meeting of September 28, 2022

Discussion and Action Taken: Vice President Swiat asked if there were any additions or changes needed to the agenda for the current meeting before agenda adoption. None were made.

Motion: Motion was made by Trustee Willis to adopt the agenda for September 28, 2022 general board meeting.

Supported: Trustee Crissman

Motion carried: Yes 6. No 0.

Adoption of General Library Board Meeting Minutes of August 24, 2022

Discussion and Action Taken: Trustee Swiat asked for any additions or changes to general board meeting minutes of August 24, 2022. None were made.

Motion: Motion was made by Trustee Willis to adopt the general board meeting minutes of August 24, 2022.

Supported: Trustee Swiat.

Motion carried: Yes 6. No 0.

Treasurer's Report

Discussion and Action Taken: Budget is healthy and on track. Will need to look at utilities for next year's budget. We are at 48% of the budget.

Approval of Bills/Payables:

Discussion and Action Taken: No discussion regarding bills and payables.

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

Supported: Trustee Crissman.

Motion carried: Yes 6. No 0.

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

None

Old Business: None.

New Business

A. Retiring and New Village Board Members

Discussion and Action Taken: Nancy Haas will be retiring in November, 2022, along with Ashley Willis. The board has forty five days to find someone to fill the vacant positions. We don't need to fill both positions, as we have seven members with majority from the village. Trustees are encouraged to seek persons who might be interested in serving a four year term. The board will revisit the recruitment process in January, 2023.

A Woodlands Coop Representative will be needed to fill Ashley's current seat, which runs until 2024. If no one is appointed from SCL the seat will move to another library.

B. Strategic Plan Update

Discussion and Action Taken: Director Ballett shared an update to New Strategic Plan and goals. The director gave board members a handout presenting the goals, which included a white board for staff lounge where new ideas-etc. can be shared. One of the leading goals would be to create a new brochure for the library which will include mission and vision statements, new strategic plan and goals/actions and effectively communicate library services. The goals created were based on the priorities identified by staff and the board and being a 3-5 year plan there is much that can be accomplished with these goals.

More discussion to take place when more trustees present to approve the plan goals and actions at the October 26, 2022 board meeting.

C. Staff Recognitions

Discussion and Action Taken: Staff members were recognized and celebrated during the board meeting.

Roxanne has served 21 years in many capacities including: Children's Programs, Summer Reading Programs and development, crafts, Volunteer Coordinator and "Finder of Things." Thank You Roxanne.

Cyndie has served 11 years in various roles: Office Manager, Second-in-Command, Financials, Budget, and Book Club. Thank you Cyndie.

Tom has served 5 years in many different roles: Cooking Show, Teen Programs, 3D Printing Initiatives, maintenance, Art Exhibits and ILL.

Sheri has served 5 years taking on many roles: Cooking Show, Teen Programs, Cataloging, ILL, Canva and moving into the role of Office Manager.

Each staff member received a certificate, a book donated in their name along with a gift; 5 years: Amazon gift card, 10 years: Engraved pen and 20 years: Engraved clock. We are so grateful to have these wonderful, dedicated and talented people as SCL staff members. Thank you so very much.

Committee Reports

1. Facilities: Bob Crissman, Nancy Haas, Todd Allgor: Bob will check on furnace maintenance.
2. Finance: Nancy Haas, Priscilla Swiat, Sandie McGehee: Meeting in October.
3. Personnel: Ashely Willis, Jennifer Sportel, Courtney Bordner: N/A
4. Technology Resource Group: Discussed updating to Windows 365 and migrating to Cloud Server to bring a cost savings.

Director's Report: Director shared information regarding upcoming Bake/Book Sale. October 19 & 20 will be set-up. Director Ballett also shared an update on the Phishing email sent to a staff member that was supposedly from Director Ballett. It was not from Pam's email, as another staff member also received same email regarding \$500 Google App Store gift cards.

Adjournment Time: 6:45

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 Allgor to adjourn the meeting.

Supported: Trustee Swiat.

Motion carried: Yes 6. No 0.

Recorded by Sandie McGehee and transcribed by Cindy Harrell

Next General Library Board Meeting: October 26, 2022, 6:00 p.m., SCL, Crissman Community Room