

**Schoolcraft Community Library**  
**Board of Trustees Meeting (Virtual meeting via Zoom)**  
**Minutes of the January 27, 2021**

- I **Meeting:** Called to order at 6:04 by Haas
- II **Attendance:** Director Ballett: Schoolcraft, Swiat: Prairie Ronde, Willis: Schoolcraft, Haas: Orange Beach, AL, McGehee: Schoolcraft, Bordner: Mattawan, Sportel: Schoolcraft, Todd Allgor: Vicksburg, Harrell: Schoolcraft. Absent: Crissman
- III **Agenda:** Motion to approve agenda: Swiat. Second: McGehee. Motion carried.
- IV **Minutes** of November 25, 2020: Motion to approve minutes by Willis. Second: McGehee. Motion carried.

**Treasurer's Report:** McGehee reported little change in finances. Finances appear to be in good order.

**Approval of Bills (Payables):** No unusual bills or revenue to report. Motion for approval of bills by McGehee. Second: Bordner. Motion carried.

**Public Comment:** No public comment

**Old Business:**

1. **Trustee Manual:** Haas will resend link to download updated copy of the Trustee Manual. Swiat will notify trustees of their assigned sections to review for discussion at February/March board meetings. Email from Swiat will be sent to all trustees with this information.

**New Business:**

1. **Approval of 2021-22 Budget:** Motion was made to approve the proposed budget for 2021-22 by Swiat. Second: McGehee. Motion carried.
2. **2021 Calendar Dates to Close:** Motion was made by Bordner, to approve the following library closing dates for 2021: May 31, July 5, September 7, November 25-27, December 24-31, 2021. Second: Allgor. Motion carried.

**Committee Reports:**

**Facilities:** Bob Crissman, Nancy Haas. M. Benthin changed light bulbs in parking lot.

**Finance:** Nancy Haas, Priscilla Swiat, Sandie McGehee. Budget proposal presented and approved.

**Personnel:** Ashley Willis, Bob Crissman, Cindy Harrell.

1. Director Ballett's evaluation form sent to all trustees. Please return via email to Ashley Willis by February 5, 2021. Willis will compile and present to Personnel Committee who will review. Willis (will check on whether entire committee will meet with the director) will meet with Director Ballett to share and discuss evaluation.

**Community Relations:** Ashley Willis, Jennifer Sportel. Nothing to report.

**Technology:** Sandie McGehee, Courtney Bordner, Cindy Harrell. Nothing to report.

**Director's Report:** Director Ballett reported the following:

- Will be previewing a new computer operating system (cloud-base system) next week. Exploring how it might improve library technology operations.
- Discussing with FOL how they might assist funding a new operating system and updates being made to the children's section of the library.
- Hoping to re-open services March 1, 2021. Staff concerns regarding new strains of Covid-19 virus.
- Open Meeting executive orders still in place for board members in remote locations to attend virtually through January. Revisit policy for February.

\*\*Side-note: Haas stated that Trustee Allgor would be added to the Facilities Committee.

**Motion to adjourn meeting:** 6:29 by Swiat. Second: Bordner. Motion carried.

Respectfully submitted by C. Harrell      Next Meeting (Virtual): February 25, 2021, 6:00 p.m.