

**Minutes
Schoolcraft Community Library
Board of Trustees
October 28, 2020
6:00pm**

APPROVAL OF AGENDA

Call to order at 6:06

Persons in attendance

Nancy Haas -Schoolcraft, MI
Priscilla Swiat - Prarie Ronde, MI
Bob Crissman - Prarie Ronde, MI
Ashley Bergeon - Schoolcraft, MI
Jennifer Sportel - Schoolcraft, MI
Todd Allgor - Vicksburg, MI
Courtney Bordner - Schoolcraft, MI

Approval of the agenda: Crissman, Second-Sportel

Minutes of September 23, 2020

Crissman is making a change to say that we did not have the HVAC serviced so that needs to be taken out of the minutes. Second-Bergeon

Treasurer's Report

Revenues coming in from the fall. Checking and Savings are both up.

Approval of Bills (Payables)

Approval: Bordner, Second McGeHee

Public Comment: *3 minutes per speaker will be provided for individuals to comment on the Schoolcraft Community Library's operations, procedures and collections.*

OLD BUSINESS

1. Finance Committee Meeting

- a. With Cindy and Pam this afternoon
- b. Increase base pay plus 3% raise for all employees
- c. Currently staff are not working full hours but we are going to pay for full hours since our budget allows that once underemployment ends in January
 - i. We will pay full hours January, February and March and re-evaluate this in March

- d. Payroll runs January-December, Fiscal Year starts March
- e. Sportel said this sounds reasonably fair but wanted to know more about the hiring freeze
 - i. If someone left (besides Pam and Cindy) they would not fill the position since hours are reduced right now and others can pick up other duties
- f. No review for Pam yet so we are going to do same percentage raise for Pam too
- g. Motion from McGeHee to approve payroll increase, payout yearly bonus and hiring freeze of nonessential staff if someone were to leave. Second by Crissman

NEW BUSINESS

1. Furnace

- a. Waiting for parts but it is working now.
- b. Just under \$1000 for parts and labor for the repair

2. Open Meetings Act

- a. The big change for us, starting now we have to announce who we are and where we are located
- b. Starting January 1, you cannot attend virtually unless there is a state emergency, medically necessary or part of the military
- c. Questioning if Nancy can still join remotely
 - i. Coming from the MDHSS that you have to be in person to join the meeting and participate
 - ii. Swiat will take over running the meeting in January and February
 - iii. Pam is going to check to see if all participants have to be in person or if it can be a mix of in person and virtual
 - iv. We are to look at guidance from the state and local health department if any changes need to occur
- d. There must be a link to the meeting on our webpage with an agenda if we have one
 - i. Can people just make a request on the website if you'd like to participate?
 - 1. With the privacy act, we cannot do this. The actual meeting link has to be on our page to keep it anonymous for participants if they wish to be
- e. Pam is going to create the Zoom link for next month and post it to the website and social media.

3. Trustee Manual

- a. Last time it was printed was 2015
- b. Electronic version?
 - i. Pam said there is possibly an electronic version in the director file. She will look for it
- c. Bring your trustee manual for November
 - i. check it over and we will discuss in November

4. Staff In-Service

- a. Requesting to close the library next Thursday to attend workshop virtually but interactive
- b. After the workshop, the program continues to meet with the staff monthly for the next 6 months with updates (all staff going to the initial workshop and then possibly having representatives attend each month or see if the whole staff going)
- c. \$40 per person
- d. Notice will be on the door, Facebook and webpage for the closure
- e. Since there is no travel, Nancy recommended purchasing lunch for everyone during the whole day conference
- f. Swiat motioned to approve closing the library to attend the workshop, second by Sportel

COMMITTEE (YEAR END) REPORTS

1. **Facilities**—*Bob Crissman, Nancy Haas*
 - a. *Electrical outlets-Marty completed*
 - b. *Parking lot-going to get two quotes but TM Asphalt Sealing is going to donate*
 - c. *Leaves were done today and we are going to wait to do it again until right before the last Village pick up*
 - d. *Checking on snowplowing for the winter*
 - e. *Looking at last months minutes needs correction-HVAC was not serviced*
2. **Finance**—*Nancy Haas, Priscilla Swiat, Sandie McGehee*
3. **Personnel**—*Ashley Willis, Bob Crissman, Cindy Harrell*
4. **Community Relations**—*Ashley Willis, Jennifer Sportel*
 - a. *The community will be doing the Christmas walk*
5. **Technology**—*Sandie McGehee, Cindy Harrell, Courtney Bordner*

Director's Report

1. Numbers are low but doing the best that they can to service patron
 1. 12 kids participated in Preschool story time
 2. Adult book club continues to meet outside
 3. Currently doing a pumpkin carving contest on Facebook
 4. Coaches meeting for Battle of the Books was last night
2. Looking to participate in LEAP conference (approved by board tonight)
3. Pam will be presenting about our Battle of the Books program (virtually) at the Leading Big in Small Spaces conference on November 19

Motion to adjourn: Swiat, Second: Sportel

Adjourned - 6:53