

Schoolcraft Community Library
Board of Trustees Meeting Minutes
November 3, 2021

Place: SCL, R. Crissman Community Room

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

I. Roll Call

Board Members Present

- Nancy Haas
- Bob Crissman
- Cindy Harrell
- Sandie McGehee
- Ashley Willis
- Courtney Bordner

Board Members Absent:

- Priscilla Swiat
- Todd Allgor
- Jennifer Sportel

Library Staff: Director Ballett

- II. Adoption of the Agenda for Board Meeting of November 3, 2021(General Board Meeting set for October 27, 2021, was rescheduled for November 3, 2021, due to Covid-19 exposures within the library.)

Discussion: N/A

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

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

Motion carried Yes 6. No 0.

- III. Adoption of Library Board Minutes, September 22, 2021

Discussion: N/A

Action Taken: Board President Haas asked if there were any additions or changes to September 22, 2021 Library Board Minutes before adoption.

Motion: Motion was made by Trustee Bordner to accept the minutes. Supported by Trustee Willis.

Motion carried: Yes 6. No 0.

IV. Financial Reports

Treasurer Report: Approval of Bills (Payables) All standard bills and payables. Trustee McGehee noted that all budget items are balanced well and revenue from various tax resources are being received. At the September 22

meeting President Haas questioned the significant changes in the payroll amounts during June, July and August. Trustee McGehee reported that the fluctuations were due to three pay periods occurring in one month.

Discussion: N/A

Action Taken: Board President Haas asked for a motion to approve the library bills and payables.

Motion: Motion to approve payables made by Trustee Harrell. Supported by Trustee Crissman.

Motion carried. Yes 6. No 0.

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

President Haas opened for any comments.

Discussion: N/A

Action Taken: N/A

VI. Old Business

A. By-Law Revision (Revisited)

Discussion: Due to new information gleaned from the Library of Michigan, Michigan Library Establishment Types, document regarding SCL, library establishment type, it was necessary to revise the current revisions made to ByLaws 3.1 and 3.2 outlining the term lengths, trustee appointments/confirmations (rather than elected) and the number of trustees appointed to the board from the village and townships. Director Ballett shared a rationale and suggested revisions for the board to consider. The bylaw revisions for consideration were as follows:

3.1 No fewer than five (5) trustees must be residents of the Village of Schoolcraft. Biennially, two (2) trustees representing the Village of Schoolcraft will be appointed and confirmed by the Village of Schoolcraft Council for four (4) year terms.

3.2 Municipalities contracting for use of the library services may appoint trustees as follows: No more than three (3) residents of Prairie Ronde Township and no more than one (1) resident from Schoolcraft Township such that the total number of board members does not exceed nine (9). Trustees from contracting municipalities may hold any Library Board office. (Amended 03 November, 2021)

Action Taken: President Haas asked that a motion be made to adopt Article 3.1 and Article 3.2 as written and presented by Director Ballett.

Motion: Motion was made by Trustee McGehee to approve revised Bylaws 3.1 and 3.2 as written and presented. Supported by Trustee Haas.

Motion carried: Yes: 6 No: 0

Further Discussion: President Haas opened a follow-up discussion to By-laws, Article 3 regarding trustee terms and appointments schedule. Trustee Willis offered to hold a trustee position for one (1) year to balance the staggering process of trustee term lengths.

Action Taken: President Haas made a motion to reappoint Ashley Willis as Library Board Trustee for one (1) year, until November, 2022. The motion was supported by Trustee Willis.

Motion carried: Yes: 6 No: 0

V. New Business

A. Payroll Approval

Discussion: Trustee McGehee reported that the Finance Committee met to establish the new payroll budget for the current fiscal year. The Committee, after studying salary trends in the Kalamazoo area, desire to continue to employ our excellent staff members and position the payroll for future minimum wage increases, recommended:

- Fourteen (14) dollar an hour salary for staff
- Health stipend for Director Ballett
- Covid-19 rapid testing kits provided for the library staff

Action Taken: Payroll proposal will be presented at the next board meeting, November 17, 2021 for vote of approval.

Motion: N/A

B. Woodland Coop Governing Board-Ashley

Discussion: Trustee Willis has volunteered to represent SCL on the Woodland Coop Governing Board. Thank you to Ashley for taking on this responsibility of representation. We look forward to your reports and confident you will have much to offer the Coop with your new appointment.

C. Village Ordinance

Discussion: The Village has set an ordinance in motion that requires residential homes and businesses to display their street addresses on the front of their establishment with street number, street name and street type designation (St., Ave. etc.) Trustee Crissman will take the needed information to Signs and More and have additional signage made to add to the current library sign in front of SCL. Thank you Trustee Crissman.

VII. Committee Reports

A. Facilities-Bob Crissman, Nancy Haas, Todd Allgor: Trustee Crissman will apply weed and feed to the library lawn area. Director Ballett reported that furnace was fixed and repair bill was \$250.00.

B. Finance-Nancy Haas, Priscilla Swiat, Sandie McGehee: No additional report to Payroll Budget shared during meeting.

C. Personnel-Ashely Willis, Cindy Harrell, Jennifer Sportel, Courtney Bordner: Nothing to report.

X. Director's Report: The SCL bake and book sale went well with \$300.00 in revenue. Thanks to all who participated with bake goods and Terry Haas for help setting up the event. Halloween and Fall activities were well attended and many creative pumpkins were decorated. Fun at the library!

XI. Adjournment

Action Taken: Library Board President Haas 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 President Haas to adjourn the board meeting. Motion was supported by Trustee Crissman. Motion carried. Yes 6. No 0.

The regular board meeting of November 3, 2021 was adjourned at 6:37 PM.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: November 17, 2021