

Schoolcraft Community Library  
Board of Trustees Meeting Minutes  
November 17, 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
- Priscilla Swiat
- Todd Allgor
- Jennifer Sportel

Board Members Absent: All present

Library Staff: Director Ballett

II. Adoption of the Agenda for General Board Meeting of November 17, 2021

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 9. No 0.

III. Adoption of Library Board Minutes, November 3, 2021

Discussion: Trustee McGehee asked for the November 3, 2021 Board Minutes to be amended to state that "Most staff SCL staff members would receive a pay raise to \$14.00/hr" rather than "all staff members would receive a pay raise of \$14.00/hr." Trustee Harrell to edit the board minutes and send amended copy to Director Ballett.

Action Taken: Board President Haas asked if there were any additions or changes to November 3, 2021 Library Board Minutes before adoption.

Motion: Motion was made by Trustee McGehee to accept the minutes with change reflecting edited staff payroll information. Supported by Trustee Swiat.

Motion carried: Yes 9. 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.

Discussion: President Haas stated that in reviewing the costs for "Operating Supplies" it was noted that those supplies had exceeded the budgeted amount. Director Ballett and office manager will review those costs to prepare for next year's projected budget amounts.

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

Motion: Motion to approve payables made by Trustee Willis. Supported by Trustee Bordner.

Motion carried. Yes 9. 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. Payroll Approval

Discussion: The SCL staff payroll budget brought for a vote of approval to the board, as presented and written, by the Finance Committee, at the November 3, 2021 board meeting.

Action Taken: President Haas asked that a motion be made to approve the new SCL staff payroll.

Motion: Motion was made by Trustee McGehee to approve payroll budget as written and presented. Supported by Trustee Swiat.

Motion carried: Yes: 9 No: 0

V. New Business

A. Digital Sign

Discussion: The digital indoor signage has been provided by Key Media and displays SCL information. It has been supported by local business advertisements. Key Media is closing their business and will no longer provide any further technical support for this digital media. Question to the board from Director Ballett was whether or not the library should continue to use the equipment left behind by Key Media (with a cost of \$500.00 for PC operating the platform for digital display) and continue to use as it has been or in some other capacity within the library. It was recommended by several board members that the director and staff discern how the signage equipment would be used within the library program, who would/could maintain the equipment and use, or remove equipment from the library.

Action Taken: Director will discuss repurposing with staff.

Motion: N/A

B. Paradine Donation

Discussion: Director Ballett shared that a \$1500.00 donation had been made by the Paradine family (See Director's Report) with a specific request that the donation be used for a bench placed on the library grounds outside and for

library books. The bench has been purchased and will arrive in the spring and \$600.00 added to the book budget for new book purchases. It was also suggested by board members that outdoor heaters for the reading area might be a consideration with remaining donation funds.

Action Taken: N/A

Motion: N/A

VII. Committee Reports

A. Facilities-Bob Crissman, Nancy Haas, Todd Allgor: Leaf blowing will be done. Hayden Long will rake leaves on Friday.

B. Finance-Nancy Haas, Priscilla Swiat, Sandie McGehee: Committee will meet November 29, 2021 at 3:30. First reading of the 2022 Budget will take place in January.

C. Personnel-Ashely Willis, Cindy Harrell, Jennifer Sportel, Courtney Bordner: Trustee Willis provide the Director's Evaluation through email, in December.

X. Director's Report: Director reported that the staff is excited about the transparent language program. Phil Horton will be providing another vintage magazine art exhibit-focused on holiday advertising. The library will be open during most of the Village Christmas Walk hours.

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 Trustee Swiat to adjourn the board meeting. Motion was supported by Trustee Allgor. Motion carried. Yes 9. No 0.

The general board meeting of November 17, 2021 was adjourned at 6:30 PM.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: January 26, 2022. No December Board Meeting.