

Schoolcraft Community Library Board of Trustees Meeting (Virtual meeting via Zoom)

Minutes of the November 25, 2020 Board

- I Meeting: Called to order at 6:01 by Haas
- II Attendance: Director Ballett, Swiat, Willis, Haas, McGehee, Crissman, Bordner, Sportel. Harrell.

Absent: Algor
- III Agenda: Motion to approve amended agenda: Adding item, "Trustee Manual" to New Business by Crissman. Second: McGehee. Motion carried.
- IV Minutes of October 28, 2020: Motion to approve minutes by Willis. Second: Bordner. Motion carried.

Treasurer's Report: McGehee reported state taxes were received, which brought an increase to budget. Finances appear to be in good order.

Approval of Bills (Payables): Larger payables noted in financial report to T Mobile were taken care of with Grant monies and indicated in the report. Motion for approval of bills by McGehee. Second: Willis. Motion carried.

Public Comment: No public comment

Old Business:

1. Furnace: The furnace has been fixed at a cost of \$1,600. A fluctuation in how power source effects operation of furnace was determined during the repair, but nothing can be done to permanently fix this problem from HVAC services.

New Business

1. Budget Meeting: Finance Committee will meet December 2, 2020 to go over proposed budget. January committee will present proposed budget and Board of Trustees will vote on the budget at February meeting.
2. Current Library Services: Curbside service is currently being carried out by library staff. Director Ballett and library staff continue to use mindfulness of health concerns in the community and with one another.
3. New Trustee Manual: The Board will begin to update the trustee manual in January. A paper copy of the manual is available at the library. Trustees have electronic version of the new manual to compare old manual and updated version.

Committee Reports

Facilities: Bob Crissman, Nancy Haas.

1. Leaves are finished for the season. Thank you to Bob, Nancy and Terry, the Palmers and Gordy Shaw for their hard work on this project.
2. Thank you for the donated and excellent asphalt repair done in library parking lot, by T&M Asphalt.
3. Tom Wolhuis will be doing the snow plowing in parking lot this winter.
4. New table in the garden reading area and sun shade umbrella for warmer days.

Finance: Nancy Haas, Priscilla Swiat, Sandie McGehee. December 2, 2020 meeting.

Personnel: Ashley Willis, Bob Crissman, Cindy Harrell.

1. Director Ballett's evaluation form will be sent electronically by Trustee Willis. Committee will meet with the director late February, before the end of fiscal year.

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:

1. FOIA policy available on the library website linked through Library Policy link on the website.
2. Open Meetings Act requires that board members cannot join board meeting remotely to be considered in attendance. This does not apply while Virtual Meetings are in place due to Covid-19 health practices.
3. Director conference went very well. Other directors very helpful to Pam during this new year of her directorship and participation in conference activities.
4. Staff is working hard at preserving through health concerns during the pandemic. Appreciate their service to the community and to one another.
5. Tom is taking a class on web design and hoping to apply to updating library website presence.
6. Katie has generated a list of local businesses for patrons to utilize, which has created more patron traffic to the virtual presence of the library.
7. Director would like to move the electronic catalog to a new Operating System: APOLLO. This system would allow for more versatility in how the library collection can be used.

Side notes: Nancy Haas purchased Christmas cards to be sent to the library staff. No end of the year committee reports will be required due to the nature of Board meetings due to Covid-19 Pandemic health department policies.

Motion to adjourn meeting at 6:31 by Sportel. Second: Bordner. Motion carried.

Respectfully submitted by C. Harrell Next Meeting (Virtual): January 27, 2021 6:00 p.m.