

Schoolcraft Community Library
Board of Trustees Meeting (Virtual meeting via Zoom)
Minutes of the February 24, 2021

- I **Meeting:** Called to order at 6:03 by Haas
- II **Attendance:** Director Ballett: Village/Schoolcraft, Swiat: Prairie Ronde, Willis: Village/Schoolcraft, Haas: Orange Beach, AL, McGehee: Village/Schoolcraft, Sportel: Village/Schoolcraft, Todd Allgor: Vicksburg, Crissman: Prairie Ronde, Harrell: Village/Schoolcraft. Absent: Bordner
- III **Agenda:** Motion to approve agenda: Swiat. Second: Allgor. Motion carried.
- IV **Minutes** of January 27, 2021: Motion made by Haas approving minutes with corrections to include listing library closing 2021 dates as: May 21, July 5, September 7, November 25-27 and December 24-31, and recognizing Todd Allgor as present at January board meeting. Second: Crissman. Motion carried.

Treasurer's Report: Tax revenues have been noted on the budget report and have created a healthy checking account balance. Finances appear to be in good order. Treasurer recommended that the Finance Committee meet to discuss how to handle the excess monies in the checking account. It was suggested moving the overflow to the savings account or creating another CD. Director Ballett, will discuss a time for finance meeting with Cyndie Chapman, Library Office Manager, and schedule a meeting with the finance committee.

Approval of Bills (Payables): President Haas, asked the director about the current status of library periodical subscriptions and how payment has been addressed, as well as how those materials are currently handled within the circulation during the Covid-19 procedures. The director, stated that changing or modifying the specifics of the subscriptions before they are due for renewal is difficult for the office manager, so they remain on current subscription schedules and materials are cataloged for the collection. The back issues will be made available to patrons when pandemic restrictions have been lifted from circulation protocols. Motion for approval of bills by Swiat. Second: McGehee. Motion carried.

Public Comment: No public comment

Old Business:

1. Trustee Manual:

- Trustee Swiat sent an email to board members after the January 27, 2021 Board Meeting asking trustees to respond to several questions regarding Trustee Orientation processes from their personal experiences. Swiat highlighted shared experiences and ideas from trustee replies:
 - All respondents commented on positive first meeting.
 - More clarification on the length of trustee term and expectations
 - Funding was a "learning curve" for most trustees
 - Condensed version of the Michigan State Library Board Manual would be helpful. Swiat, mentioned that the current updated State Library Manual seems to provide a resource for trustees and library boards with concise and easily accessible information for future trustee orientation purposes.

- Is there a need for a SCL Trustee Manual? It is not referred to after the orientation.
- There is a need to address how to recruit new trustees.
- President Haas commented on the need for renewed focus on the trustee orientation process and all of the noted areas mentioned by trustees in their responses to Swiat's questionnaire.
- Swiat shared input from Director Ballett as to revisions that might be put forward in the SCL Trustee Manual. Ballett shared the following revision proposals:
 - New Mission and Vision statement:
 - New Mission Statement: *Schoolcraft Community Library is a strong community partner providing equal access to a variety of services and programs that connect people, foster creativity and encourage lifelong learning.*
 - New Vision Statement: *To be the welcoming heart of our community where all come to learn, discover, create and connect.*
 - Additional proposed revisions or review to SCL Trustee Manual:
 - Under *Funding* section-eliminate "Fines."
 - Under *Staffing* section-eliminate: "Children's Librarian, Custodial and Groundskeeper." Add: "Office Manager."
 - Library Board meeting time to be changed from 7:00 p.m. to 6:00 p.m.
 - President Haas did not see any changes necessary to Board President's responsibilities.
 - Trustee Sportel volunteered to update the historical facts of the library with guidance from the director and others who might be helpful in the process.
 - The secretary and treasurer responsibilities will be addressed at the March 24, 2021 Board meeting.
 - Committee Chairpersons to review committee descriptions and present review findings/revisions to be made
 - Highlights from the State Trustee Manual: Chapter 1
 - Comparing State Trustee Manual with SCL Trustee Manual
 - State manual covers: Trustee Rights, Responsibilities and Orientation. SCL manual covers Trustee Responsibilities and Job Descriptions.
 - Other items contained in State Trustee Manual for consideration to include in SCL Trustee Manual:
 - Library's establishment law and legal authority to govern adopting policies
 - Attendance policy
 - Ethics statement/conflict of interest
 - Liability and Indemnification clause
- Board will vote on any proposed changes or revisions presented at February 25, 2021 board meeting at next month's meeting, March 24, 2021.
- Review Chapter 2 in State Trustee Manual for next meeting.

New Business:

- 1. Apollo Operating System:** Director Ballett reported the desire to move forward with purchasing the Apollo Operating System, which is a Cloud-Based Library Circulation and Cataloging system. This would replace the current system, which is dependent on KRESA control, and provide SCL staff the independence needed to dovetail catalog and circulation needs that are unique and provide better service to our community.

Total initial cost and migration to Apollo will be provided by a FOL gift. (Director also noted that a portion of the FOL gift will go toward refreshing the Children's area in the library.) Thank you Friends of the Library for your generosity. All current cataloging and circulation data is compatible with new system.

There will be an annual fee of \$400.00 to renew the use of Apollo OS. Finance Committee will discuss adding this cost as an Operating Expense to Library Budget.

A new patron receipt printer will be needed with the new system. Old printer is not compatible.

Director added that the Re-opening of inside library operations will be changed to March 15, 2021 rather than March 1, 2021, due to staff training with the new Apollo OS.

- 2. Inclement Weather/Library closings:** The director reported the need for a policy that states when the library will close due to severe/inclement weather conditions. Policy development considerations: Closings correlate with school closings. What if school is not in session? How will the closing be announced to community? Director was asked by Trustee Swiat to write a policy and present it to the Board at the March 24, 2021 meeting.

Committee Reports:

Facilities: Bob Crissman, Todd Allgor, Nancy Haas. Welcome to Todd Allgor to the committee, from Bob Crissman. Outside door to Community Room is in need of repair and will be taken care of. The cracks in the bulkhead inside the library are a permanent unique feature. Spring-Walk through coming-up.

Finance: Nancy Haas, Priscilla Swiat, Sandie McGehee. Committee will be setting a meeting date to discuss checking account funds and adding yearly Apollo OS fee as an operating expense budget-line item.

Personnel: Ashley Willis, Bob Crissman, Cindy Harrell. Director Ballett's evaluations have been returned and will be compiled by Ashley on Friday, February 26, 2021. The evaluations will be sent to other Personnel committee members for review. A meeting will be scheduled with the director to meet with Trustee Willis and evaluation will be reported to the Board at the March meeting.

Please let President Haas know of your interests in holding an office or changing committees before April.

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:

- FOL will be selling Superbooks at the library.
- The director, along with library staff member Tom Long, would like to purchase a 3D Printer to be used for STEM kits promoted by the library and possibly library patron and programming use. Director Ballett is applying for a \$2,500 grant and utilize a mini-grant available through Woodlands to help provide the funding needed. Materials for ongoing use of the printer will also have to be accounted for when considering initial and future costs.
- The Technology Committee and Todd Allgor will be ready to assist in anyway needed with this project.
- Watch Tom Long's cooking classes on You Tube! Very entertaining and informative. Thank you Tom!

Motion to adjourn meeting: 6:55 by Swiat. Second: Harrell. Motion carried.

Respectfully submitted by C. Harrell Next Meeting (Virtual): March 24, 2021 6:00 p.m.