

Minutes of the
Schoolcraft Community Library
Board of Trustees
March 22, 2023 6:00pm

Roll Call

Present:

Todd Allgor
Priscilla Swiat
Bob Crissman
Courtney Bordner
Sandie McGehee
Jennifer Sportel

Absent:

Cindy Harrell

Library Staff Present: Director Pam Ballett

Call to order at 6:06pm

APPROVAL OF AGENDA

Approval of the agenda: Motion: Motion made to accept the agenda as presented by Trustee McGehee. Support: Trustee Crissman.
Motion carried: Yes 6. No 0.

Minutes of March 1, 2023

Motion to approve the Minutes: Motion made by Trustee McGehee to approve the Minutes of January 25, 2023 as presented. Support: Trustee Allgor.
Motion carried: Yes 6. No 0.

Treasurer's Report

Overall we are still 9% under budget. This is always the nice part of the year because we have more revenue than expenses. Once the printer has been purchased, McGehee will look at if we need to move money from Checking to Savings but waiting to what the total expense is.

Waiting until after summer to see if we need to move money from Savings to CDs

Keeping \$25,000 in our savings and move the rest into long term CDs

Crissman brought up possibly starting to get quotes for capital improvements such as a new roof

McGehee thought we need to look at our Strategic Plan to see what expenses may be coming up now that the building will reach 20 years (in 8 years).

Vicksburg Foundation may be able to help with projects such as a new roof, HVAC system. The foundation doesn't do operation grants.

Director will need a timeline to see how far ahead we can put money aside for such projects (capital improvements).

Approval of Bills (Payables)

Motion to Approve Payables: Motion made by Trustee Bordner to approve the paying of the bills. Support: Trustee Swiat.

Motion carried: Yes 6. No 0.

Public Comment: 3 minutes per speaker will be provided for individuals to comment on the Schoolcraft Community Library's operations, procedures and collections. None

OLD BUSINESS

1. VISA and Bank Officers – update - VISA received for Sheri so online bill pay will begin

Update: She did receive the Visa a couple days ago and she is setting up the payments. Officers were all changed as per requested at the March 1, 2023 meeting.

NEW BUSINESS

1. Service Recognition - Personnel and Finance Committees met via Zoom. A person after under 10 years of service will receive a card and \$50 gift card as a recognition of service; 10 years of service will receive a card, \$100 gift card. This will be taken from the line item of programming. The budget will increase by \$1000 due to this shift. Baby showers, deaths in families, etc will be personal and will not come from Library funds.

This is currently not a policy, yet will be made known to future board members via the Personnel Committee Chair. Director will add this to the Trustee Manual.

Motion to Approve Service Recognition Policy: Motion made by Trustee McGeeHee to approve the Service Recognition Policy.

Support: Trustee Allgor.

Motion carried: Yes 6. No 0.

2. April Annual Meeting and Election of Officers

Vice President Swiat recommended checking to see if meetings could move to quarterly. Treasurer McGeehee would still oversee the bills monthly.

Vice President said that we may have to change the bylaws but it is not impossible.

We are limited on numbers of board members so if you know of anyone that would like to serve, please send them Director's contact information so that she can talk to them.

3. Strategic Plan - Trustee Sportel recommended having the Strategic Plan attached to our monthly agenda so that we can refer to it sometimes during our meetings. We will table this for next month and the Director will add this to next month's agenda.

COMMITTEE REPORTS

1. Facilities—Bob Crissman, Todd Allgor: Nothing at this time

2. Finance—Priscilla Swiat, Sandie McGehee: Nothing at this time

3. Personnel—Courtney Bordner, Jennifer Sportel, Cindy Harrell: see above for Service Recognition

4. Tech Resource Todd Allgor, Cindy Harrell, Sandie McGeehee:

Website update: Gary is coming not next week but the week after. He knows all the history and has talked to TechSoup. Director feels most comfortable moving forward with this

process. The goal for this meeting is to start the migration process. Meeting will be with Microsoft365, TechSoup to find out details on the process in its entirety.

Director's Report

See attached report.

Plug to come to some of our upcoming events.

Next meeting April 26, 2023, Crissman Community Room.

Motion to adjourn the meeting: A motion made by Trustee Crissman to adjourn the meeting.

Support: Trustee McGeehee.

Motion carried: Yes 6. No 0.

Meeting adjourned at 6:44pm.

SCL Board meeting minutes submitted by Courtney Bordner, Trustee