

Schoolcraft Community Library Board of Trustees Meeting Minutes

Place: Virtual Meeting via Zoom

Date: March 24, 2021

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

I. Roll Call

Board Members Present (all attending virtually)

- Nancy Haas; Schoolcraft Township,
- Priscilla Swiat; Prairie Ronde,
- Cindy Harrell; Village of Schoolcraft,
- Sandie McGehee; Village of Schoolcraft,
- Bob Crissman; Prairie Ronde,
- Ashley Willis; Village of Schoolcraft.

Board Members Absent

- Todd Allgor
- Courtney Bordner
- Jenny Sportel

Library Staff Present: Director P. Ballett; Village of Schoolcraft.

II. Adoption of the Agenda for Regular Board Meeting of March 24, 2021

Action Taken:

Board President Haas asked if there were any additions or changes needed to the agenda for current meeting before its adoption. There were no changes requested by trustees. Haas asked for a motion to adopt the agenda.

Motion: It was moved by Trustee Swiat that the library board adopt the presented agenda. Motion was supported by Trustee McGehee. Motion carried 6-Yes. 0-No.

III. Adoption of Library Board Minutes of February 24, 2021

Action Taken:

Board President Haas asked if there were any additions or changes to previous month's Library Board Minutes before adoption. No changes requested by trustees. Haas asked for a motion to adopt the Minutes for *February 24, 2021*.

Motion: It was moved by Trustee Crissman to adopt the Library Board Minutes. Motion was supported by Trustee Willis. Motion carried. 6-Yes. 0-No.

IV. Financial Reports

Treasurer Report: It was reported by Library Board Treasurer McGehee that tax revenue has increased and with taxes currently received the checking account is very flush and high for this time of year. McGehee stated that recommendations for the additional revenue would be shared as *Old Business Agenda Item #2*.

Approval of Bills (Payables): Library Director Ballett stated that all bills and payables were as normal.

Action Taken:

Board President Haas asked for a motion to approve the Library bills and payables.

Motion: It was moved by Trustee McGehee that the library board approve the Library bills and payables. Motion was supported by Trustee Crissman. Motion carried. 6-Yes. 0-No.

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

President Haas opened for any comments from public. No comments or public attendance was reported.

VI. Old Business

A. *Michigan Public Library Trustee Manual Review*

1. Trustee Swiat reported a summary of Chapters 2 & 3 from the Michigan Public Library Trustee Manual.
 - a. Chapter 2: Bylaws and Board Organization: "Bylaws are rules of behavior that govern the board."
 - i. *SCL Board of Trustees Bylaws* comply with all areas recommended by the State regarding Public Library Board of Trustee Bylaws.
 - ii. The State guidelines recommend that the Library Board Secretary not be the designated recorder of the minutes taken during Library Board meetings. More discussion noted on this under *New Business, item #3*.
 - iii. The State recommends that board trustees create a rotation plan for members to hold executive library board positions.
 - iv. Trustee McGehee can report that the current job description for Board Treasurer in *SCL Board of Trustee Manual* is compliant with state recommendations, with the exception of "Audit" responsibilities. McGehee, has not held the treasurer position long enough to evaluate that area of the position.
 - v. Staff member, Tom Long will update the front cover of the *SCL Board of Trustee Manual*.
 - vi. April Board Meeting, Trustee Swiat will present a new *Trustee Recruitment Form* to the library board.
 - b. Chapter 3: Policies: "Policies govern the operations of the library."
 - i. Trustee Swiat asked several questions to clarify compliancy of *SCL Library Policies* with State recommendations:
 1. Has the SCL library staff reviewed library policies? Director Ballett responded that they have reviewed the policies.
 2. Have *the SCL Library Policies* been reviewed by legal counsel? Director Ballett responded that basic policies do not require legal counsel. There are certain issues and directives that can arise within library operations that could require legal review, but basic policies do not.
 - ii. Trustee Swiat stated that with the clarifications given, the SCL library policies are compliant with the State recommendations made regarding Public Library Policies.
 - iii. Library Board of Trustees will consider adoption of new SCL Mission and Vision statements at the April 28, 2021 Board meeting.

B. *Finance Meeting*

- a. Trustee McGehee reviewed the additional funds currently in the SCL checking account and presented the following report from the Library Board Finance Committee meeting addressing this issue:

- i. The Finance Committee met with Director Ballett and Library Office Manager, Cyndi Chapin to discuss how additional funds currently in the checking account could be facilitated.
- ii. Decision was made to recommend the following to Library Board Trustees:
 1. A portion of the funds be used to purchase office chairs for Library Staff and new furniture for computer lab area
 2. Add \$23,000-25,000.00 to SCL Savings Account. This amount would cover at least one month of Library expenditures.
 3. Remaining \$50,000.00 to be rolled into a CD.

Action Taken:

Board President Haas asked for a motion to adopt the Library Finance Committee recommendations for checking account additional funds facilitation.

Motion: President Haas made a motion to adopt the Library Finance Committee recommendations for checking account funds as presented. The motion was supported by Trustee Willis. Motion carried. 6-Yes. 0-No.

VII. New Business

A. *Open Meetings Act:* Director Ballett reported that the Covid-19 provisional rules instated for Open Meetings Act are due to expire at the end of March. However, if the policies don't change for public meetings at the end of the month, the SCL Board of Trustees meetings will remain virtual. Trustees will not be able to attend meeting virtually (remotely) with the exceptions of military duties or illness.

B. *Inclement Weather Policy:* Following-up on a brief discussion during the February Library Board of Trustees meeting regarding the lack of Emergency/Inclement Weather protocols at SCL, Director Ballett, reported that after consulting with other libraries in the area regarding inclement weather policies, nothing was found to guide a potential policy for SCL. Uncertain how to proceed, the Director proposed whether or not this issue could be addressed as a "Procedure" rather than a "Policy." A "Procedure" would leave some discretion as to when it is necessary to close the library services due to inclement or emergency weather conditions as announced by the NWS or Schoolcraft Community School District. Director Ballett also indicated that specific steps would be created as to; "When library closings would be deemed necessary" and "How the community would be alerted to library closings."

Action Taken:

Board President Haas stated that the Emergency/Inclement Weather Policy/Procedure would be placed on the April Board Meeting Agenda.

C. *Board Secretarial Duties:* State recommendations for Board Meeting minutes be recorded during Board Meetings by someone other than a current Board of Trustee Secretary. Secretary Harrell reported that recording the content of library Board meetings, given from personal perspective, does somewhat diminish participation in comments and discussion on the part of the secretary, the skill comes with time and doesn't present a problem, or exclusion of participation.

Action Taken:

Trustee Harrell volunteered to conduct further research with other libraries in the area as to protocols regarding recording and transcribing board minutes.

D. *Board Positions:* President Haas opened discussion for Trustees to voice interest in holding a Library Board position. No one expressed interest to step into a position or to leave current position.

Action Taken:

President Haas stated that the Library Board Positions will be presented on April 28, 2021 Annual Organizational Library Board meeting agenda for discussion and roll call vote.

VIII. Committee (Year End) Reports

A. *Facilities-Bob Crissman, Nancy Haas, Todd Allgor:* There will be a Library Facilities Walk-Through in April.

B. *Finance-Nancy Haas, Priscilla Swiat, Sandie McGehee:* Nothing additional to report.

C. *Personnel-Ashely Willis, Bob Crissman, Cindy Harrell:* Trustee Willis reported that the Director's job review has been completed and submitted by all Trustees and compiled by Willis. After sharing the compiled report with Personnel Committee members, Trustee Willis met with Director Ballett to discuss the review. The Director was given high marks across all areas. Willis highlighted that the Board of Trustees believe that the Director has grown in directorship skills, put forward excellent leadership-especially during a very difficult year implementing Covid-19 procedures and protocols. It was stated that Director Ballett's strong relationship with the SCL staff and board was exactly what was needed, "For such a time as this." The Director met growth goals set for the year in collection development and adjusting in the new directorship role. Thank you to Trustee Willis for your work on this review and to Director Ballett for all of your outstanding work this past year.

D. *Community Relations-Ashely Willis, Jenny Sportel:* Friends of the Library are selling Superbooks as an organization fundraiser. Checks or cash are preferred for purchase price of \$40.00.

E. *Technology-Sandie McGehee, Cindy Harrell, Courtney Bordner:* Nothing to report.

X. Director's Report: Director Ballett reported that the new Apollo Library Operating System will be running at the end of the month. The staff will be working with Apollo support to prepare for the opening.

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 Crissman. Motion carried. 6-Yes. 0-No.

Action Taken:

The regular board meeting of March 24, 2021 was adjourned at 6:48 PM.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary