

Schoolcraft Community Library Board of Trustees Meeting Minutes Recorded

April 28, 2021

Place: Virtual Meeting via Zoom

Date: April 28, 2021

Meeting Called to Order by Library Board President Haas: 6:25 p.m.

I. Roll Call

Board Members Present (all attending virtually)

- Nancy Haas; Schoolcraft Township,
- Priscilla Swiat; Prairie Ronde,
- Sandie McGehee; Village of Schoolcraft,
- Ashley Willis; Village of Schoolcraft.
- Todd Allgor; Vicksburg
- Courtney Bordner; Village of Schoolcraft
- Jenny Sportel; Village of Schoolcraft

Board Members Absent

- Bob Crissman
- Cindy Harrell

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

II. Adoption of the Agenda for Regular Board Meeting of April 28, 2021

Action Taken:

Board President Haas asked if there were any additions or changes needed to the agenda for current meeting before its adoption.

Motion: Jenny Sportel motioned to accept the Agenda as is and Priscilla Swiat supported.

Motion carried 7-Yes 0-No.

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

Action Taken:

Board President Haas asked if there were any additions or changes to previous month's Library Board Minutes before adoption.

Motion: Ashley Willis motioned to approve the minutes of March 24, 2021, supported by Todd Allgor.

Motion carried. 7- Yes. 0- No.

IV. Financial Reports

Treasurer Report: Sandie McGehee reviewed the Treasurer's Report with revenues of \$32,104.60, expenditures of \$15,256.30. The audit review has started, so we will wait to move money into a CD after completion of the audit.

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

Action Taken:

Motion: With no questions asked about the bills, Board President Haas asked for a motion to approve the Library bills and payables, supported by Sandie McGehee.

Motion carried. 7- Yes. 0- No.

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

President Haas opened for any comments from the public. Not hearing any questions we moved on to Old Business.

VI. Old Business

A. Michigan Public Library Trustee Manual Review

Discussion: Priscilla Swiat reviewed the proposed new Mission and Vision Statements, and other documents including proposed Orientation Checklist, Board Recruitment Form, Checklist of Forms, How our SCL Board Meetings are Conducted, SLB What are My Responsibilities? and Tips for Reading SCL Financial Reports.

Action Taken: The Vision Statement was accepted as is. Discussion on the best wording for the Mission Statement: *Schoolcraft Community Library is a strong "community partner" or "center" or "resource" providing equal access to a variety of services and programs that connect people, foster creativity and encourage lifelong learning.*

Motion: Priscilla Swiat motioned to use the word "resource" in the Mission Statement, with support from Jenny Sportel. The new Mission Statement will be, *"Schoolcraft Community Library is a strong resource providing equal access to a variety of services and programs that connect people, foster creativity and encourage lifelong learning."*

Motion Carried: 7- Yes 0- No

Action Taken: The Personnel Committee is asked to review the proposed forms and make recommendations to the Board on what should be added for a new Board member. A form explaining how to become an elected Board Member by residents living in the Village, and what to do if you are living in one of the townships, would also be a helpful document.

B. Inclement Weather Policy

Discussion: Director Pam Ballett presented recommendations to update the Library closing policy.

Action Taken: Board members discussed and agreed to make changes which include: deleting the *Monitoring and Announcement of Dangerous Situations* section and add the words, "severe storm warning" to *Tornado Warning and Other Situations Requiring Shelter*, add, "library such as gas leaks, flooding, electrical hazards, etc." to *Imminent Danger Evacuation*, and add, "In addition, the library will follow the Schoolcraft Community School's decision to close due to inclement weather." To *Library Closing Due to Dangerous Conditions*.

Motion: Nancy Haas made a motion to delete the *Monitoring and Announcement of Dangerous Situations* paragraph of the Tornado Watches and Warnings, Severe Storms and other Dangerous Situation Policy, and to add the other verbiage listed above, supported by Jenny Sportel.

Motion Carried: 7- Yes 0- No

C. Board Secretarial Duties

Discussion: The Board discussed several options to allow the Board Secretary to more fully participate in the meeting. Board members expressed concerns about Library staff taking notes as secretarial duties are not part of their duties. Rotating the position every month was not accepted due to individual Board member's skill set. Recording the meeting and then having the Secretary transcribe the minutes later was viewed as a potential solution.

Action Taken: Due to Cindy's absence from the meeting, the Board was not comfortable making any motions without her input. This item will be placed under Old Business on the May Agenda.

Motion:

Motion carried. Yes. No.

VII. New Business

- A. SCL Mission and Vision Statements
(Voted on under Manual Review)

VIII. Committee Reports

A. *Facilities-Chair Bob Crissman, Nancy Haas, Todd Allgor:* Weed and feed has been applied to the lawn and Spring cleanup is done around the front door and Reading Garden. Sandie McGehee will organize clean up on the Wildflower Garden.

B. *Finance-Chair Sandie McGehee, Nancy Haas, Priscilla Swiat:* No additional report

C. *Personnel-Chair Jenny Sportel, Ashley Willis, Courtney Bordner, Cindy Harrell:* No report

IX. Director's Report:

Director Pam Ballett shared information on the Library Services Grant and other upcoming grant opportunities. The Summer Reading Program planning is underway with outdoor activities and virtual programs.

X. 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:

Motion made by Nancy Haas to adjourn the board meeting at 7:16, supported by Priscilla Swiat.

Motion carried 7- Yes. 0- No.

Recorded and Transcribed by,

Nancy Haas

