

Schoolcraft Community Library General Board of Trustees

May 25, 2022 Meeting Minutes

Place: SCL, R. Crissman Community Room

Date: May 25, 2022

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

I. Roll Call

Board Members Present

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

Board Members Absent: All present.

Library Staff Present: Director Ballett

II. Adoption of the Agenda for General Library Board Meeting of May 25, 2022

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

Motion: Motion made by Trustee Bordner to adopt the agenda for May 25, 2022 general board meeting. Supported by: Trustee Swiat.

Motion carried. Yes. 9 No. 0

III. Adoption of General Library Board Meeting Minutes of April 27, 2022

Action Taken: Board President Haas asked if there were any additions or changes to Annual Organizational and General Library Board Minutes of April 27, 2022 before adoption.

Motion: Motion was made by Trustee Crissman to accept both board meeting minutes of April 27, 2022. Supported by: Trustee Swiat.

Motion carried. Yes. 9 No. 0

IV. Financial Reports

Treasurer Report: Trustee McGehee reported that majority of tax revenues have been received. As noted on the April financial report, \$6,000.00 has been moved from checking into savings. Trustee MceGehee recommended that we wait until November, 2022 before moving more funds into savings to see how the budget holds with the approved budget increases.

Approval of Bills (Payables): Trustee McGehee 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: Motion was made by Trustee Willis to approve the library bills and payables. Supported by: Trustee Allgor.

Motion carried. Yes. 9 No. 0

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

President Haas opened for any comments from public. N/A

VI. Old Business

A. Marty's Retirement Card and Gift

Discussion: Director Ballett will check with Marty as to a definitive retirement date. The Director will invite Marty to the June 22, 2022 board meeting where he will be presented a card signed by board members and a gift card. Light refreshments will be served in his honor.

Action Taken: A card and gift card will be bought to give to Marty.

VII. New Business

A. Proposal for Tom Long as New Maintenance Manager

Discussion: Marty will be retiring from his general maintenance service to the library June, 2022. Director Ballett presented board members the current maintenance manager's job description, which will carry-over to Tom's role as well. Grounds keeping was added to the description for Summer/Fall of 2022, only. Tom's wages for this position have been amended from \$150.00/month to \$200.00/month. Trustee McGehee will check with library office manager to confirm how payroll taxes have been handled in the past. Tom Long will continue his current general clerk position and add the new maintenance role July, 2022.

Action Taken: Trustee McGehee will meet with Office Manager.

VIII. Committee Reports

A. Facilities-Bob Crissman, Nancy Haas, Todd Allgor: The committee met to complete the library grounds walk-through. Roof and furnace should hold for ten years. Round-up and weed/feed applications have been completed. Thank you to all who have added their green thumbs to our lovely library outdoor spaces.

B. Finance-Nancy Haas, Priscilla Swiat, Sandie McGehee: N/A

C. Personnel-Ashely Willis, Cindy Harrell, Jenny Sportel, Courtney Bordner: N/A

Technology Resource Group: Trustees Allgor, Harrell, McGehee met with Director Ballett and Gary Monroe (Zoomed his presence at the meeting.) It was decided that updates to Windows 11 and SDS drives would be made to the staff computers. The server software will be updated. Gary will attempt to update the HP printer currently in the History Room to function as a networked printer for general patron use. Awarded grant money will cover the majority of the technology upgrades.

X. Director's Report: The summer program is on the way! Online registration will be running and ready for patrons to begin signing up. The library is transforming into an Ocean Adventure. Director Ballett will create a short video presentation to share with Schoolcraft schools to promote the summer events. The staff is excited to begin!

XI. Adjournment 6:31 p.m.

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 was made by Trustee Swiat to adjourn the meeting. Supported by: Trustee Crissman.

Motion carried. Yes. 9 No. 0

Recorded and Transcribed by, Cindy Harrell, Schoolcraft Community Library Board Secretary

Next General Library Board Meeting: June 22, 2022, 6:00 p.m.