

**Schoolcraft Community Library**  
**Board of Trustees Meeting Minutes**  
**May 26, 2021**

Place: Virtual Meeting via Zoom

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.
- Todd Allgor; Vicksburg
- Courtney Boardner; Village of Schoolcraft
- Jennie Sportel; Village of Schoolcraft

*Board Members Absent:* N/A

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

II. Adoption of the Agenda for Board Meeting of May 26, 2021

Discussion: N/A

Action Taken:

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

Motion: Trustee Sportel made a motion to adopt meeting agenda as presented. Supported by Trustee Crissman.

Motion carried Yes 9 No 0

III. Adoption of Library Board Minutes: Annual Operations meeting and Regular Library Board meeting, April 28, 2021

Discussion: President Haas stated that the new library board committee structure was added to the regular board meeting minutes for April's meeting.

Action Taken:

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

Motion: Motion was made by Trustee McGehee to adopt April, Annual Operations minutes. Supported by Trustee Bordner. Motion carried: Yes 9 No 0

Motion was made by Trustee Crissman to approve April, Regular Library Board meeting minutes with the addition of new committee structure. Supported by Trustee Willis.

Motion carried. Yes 9 No 0

IV. Financial Reports

*Treasurer Report:* A revised copy of payables and bills was sent to all board members and SCL director. Tax revenues will diminish this time of year. The budget is strong.

*Approval of Bills (Payables)* All standard bills and payables.

Discussion: Trustee Sportel asked the treasurer, Trustee McGehee when monies would be moved from checking and added to a CD. Trustee McGehee reported that the transaction would take place after the audit is finalized.

Action Taken: Board President Haas asked for a motion to approve the library bills and payables.

Motion: Motion to approve payables made by Trustee Bordner. Supported by Trustee McGehee

Motion carried. Yes 9 No 0

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

President Haas opened for any comments.

Discussion: N/A

Action Taken: N/A

VI. Old Business

A. Michigan Public Library Trustee Manual Review

Discussion: Trustee Swiat presented a summary of Trustee Manual. Trustee Swiat inquired as to SCL having a *Selection Policy*. Director Ballett referred to library policy manual and confirmed that the library does have a materials selection policy in place.

Trustee Swiat stated that as the board looks forward to working on the library strategic plan we will need to be certain that it is aligned with SCL Mission and Vision statements.

Trustee Sportel asked if library cards were still needed to check-out library materials and use library computer/internet resources. Director Ballett reported that cards are no longer needed. However, every two years patrons are asked to present card for renewal purposes.

Action Taken: President Haas thanked Trustee Swiat for the excellent summary and presentation of the Trustee Manual. Chapters 12-14 of the manual will be discussed at the June board meeting.

Motion: N/A

VII. New Business

A. Revised MIOSHA Emergency Rules (See attachment)

Discussion: Director Ballett reported that currently SCL will follow revised rules for public and SCL staff:

Public: No mask is required indoors if persons are fully vaccinated, has a medical condition that prohibits use of mask, or children ages 2-0.

Staff: Will wear masks with children present, large numbers of people and until mask mandate has been completely lifted.

Trustee Sportel asked director if patrons were required to use the library hand sanitizer, or if they can provide and use their own. Director Ballett reported that SCL must provide hand sanitizer and/or hand washing station for patrons to use. SCL discretion to have patrons sanitize hands, but patrons may use their own.

Action Taken: N/A

Motion: N/A

## B. Board Secretarial Duties

Discussion: The recording and transcribing of board meeting minutes by a person other than a board member is recommended in the State of Michigan Library Trustee manual and initiated the discussion as to how the SCL library board would carry-out this duty. It is currently done by the board secretary. Secretary Harrell reviewed how other local library boards manage the task, as well as Trustee Harrell's personal experience as board secretary. Concerns that board secretary may not have opportunity to be fully engaged in board meeting discussions while recording the minutes led to further discussion on how to move forward in the future. It was suggested by several board members that new library staff position-when needed-include duties of board meeting attendance, recording, transcribing and sharing board minutes with board members, director and for public viewing.

Action Taken: It was decided that the board secretary will continue to record, transcribe and share library board minutes until a new staff hire occurs at a future date with added duties of managing library board minutes.

## VIII. Committee Reports

A. *Facilities-Bob Crissman, Nancy Haas, Todd Allgor:* Thank you to McGehee family for Wildflower Garden clean-up. It looks great! Spring walkthrough took place. Craig Rowe will powerwash, stamped concrete will be resealed, Tom Long will do edging and new mulch will be added next year. Thank you Tom, Pam and Marti for setting the posts and putting up the outdoor reading area Sun-sail. Great addition! Air conditioner cleaned by Gary Gross. Bob Crissman will build plexi-glass partitions for the library patron computer area. Thank you Bob.

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

C. *Personnel-Ashely Willis, Cindy Harrell, Jennifer Sportel, Courtney Bordner:* Personal Committee will meet June 17, 2021 via Zoom to review Board of Trustee Forms. Forms will be emailed to committee members.

X. Director's Report: FOL has resumed their meetings. They will be looking into digitizing the Schoolcraft Express for archival purposes. Exciting summer program is beginning soon. The 3-D printer has arrived and staff is in need of some input on how to use and operate to full potential.

## 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 Allgor. Motion carried. Yes. 9 No. 0

The regular board meeting of May 26, 2021 was adjourned at 6:50 PM.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: June 23, 2021