

Schoolcraft Community Library Board of Trustees Meeting Minutes

June 23, 2021

Place: SCL R. Crissman Community Room

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

I. Roll Call

Board Members Present

- Nancy Haas; Schoolcraft Township,
- Priscilla Swiat; Prairie Ronde,
- Cindy Harrell; Village of Schoolcraft,
- Ashley Willis; Village of Schoolcraft.
- Todd Allgor; Vicksburg
- Courtney Bordner; Village of Schoolcraft

Board Members Absent:

- Sandie McGehee; Village of Schoolcraft,
- Bob Crissman; Prairie Ronde,
- Jennie Sportel; Village of Schoolcraft

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

II. Adoption of the Agenda for Regular Board Meeting of June 23 2021

Discussion: President Haas introduced additional item to the meeting agenda.

Action Taken: Agenda item was added to *New Business, Agenda item #2 Elected vs Appointed Trustees.*

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

Motion: Trustee Swiat made a motion to adopt meeting agenda with additional agenda item. Motion supported by Trustee Willis.

Motion carried Yes 6. No 0.

III. Adoption of Library Board Minutes:, May 26, 2021

Discussion:

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

Motion: Motion was made by Trustee Willis to adopt May 26, 2021 board minutes. Motion supported by Trustee Allgor.

Motion carried: Yes 6. No 0.

IV. Financial Reports

Treasurer Report: N/A

Approval of Bills (Payables) Bills and Payables

Discussion: President Haas noted that revenue is low, which is typical this time of fiscal year. All spending is on track. Thank you SCL staff for their financial vigilance.

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

Motion: Motion to approve payables made by Trustee Swiat. Motion supported by Trustee Bordner.

Motion carried. Yes 6. No 0.

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

President Haas opened for any comments from public.

Discussion: N/A

Action Taken: N/A

VI. Old Business

A. Michigan Public Library Trustee Manual Review Continues

Discussion: Trustee Swiat highlighted Chapters 12-14 from the manual with reminder that the review of the state manual is not only for Trustee's understanding, but to update the SCL Trustee Manual as well.

Suggestions to include in SCL manual update:

- Include Woodlands Cooperative as library resource
- List of consultants to the library (see State Manual Chapter 13)

Again, thanks to Trustee Swiat for this excellent review.

Action Taken: N/A

Motion: N/A

Motion Carried: Yes No

B. Craig Roe: Clean and Seal walk June 23, 2021

Discussion: Craig will clean and seal the library outdoor walkway the evening of June 23rd.

Action Taken: N/A

Motion: N/A

Motion Carried: Yes No

VII. New Business

A. Revised Board Information Sheets/Fine for late filing

Discussion: President Haas asked trustees to verify their information on updated Board Information Sheet.

Reappointment/Election dates needed to be confirmed. The inconsistency in trustee terms (determined by village or township residency) was noted. In addition to trustee term limits, Trustee Willis shared that the county clerk's office stated that library trustee election process should take place on a general election ballot. Trustee Willis further added

that there is a three hundred dollar fine/fee for late filing when submitting trustee name for the general state election ballot. Trustee Harrell noted that the fine/fee is enforced for submitting late election financial forms as well. Harrell shared that at the time of receiving election information-filing campaign finance documents (since there were no campaigning monies spent) was not understood and the late fine/fee was served to Trustee Harrell, which was personally paid in full to the county clerk's office.

Action Taken: President Haas stated that the discussion leads to the need for the next agenda item: *Elected vs Appointed Trustees*. President Haas, along with other trustees expressed concern that Trustee Harrell had paid the county election fine. President Haas presented a motion.

Motion: President Haas made a motion to reimburse Trustee Harrell with SCL check for the county election late financial filing fee in the amount of three hundred dollars. Motion supported by Trustee Bordner.

Motion Carried: Yes 6. No 0

B. Elected vs. Appointed Trustees

Discussion: President Haas reported that currently the board approves a trustee nominee and notifies village/township and bylaws allow for two different board trustee appointment term limits. The trustee appointments are set by trustee residency; Village-six year terms---Township-four year terms. Several issues were highlighted by trustees concerning how the appointment/election works, which makes it confusing, inconsistent and includes unnecessary burden for prospective and serving trustees who volunteer to take their positions.

Action Taken: The board will contact Cheri Lutz, Village Manager, concerning the current SCL Bylaws, Article #3. The board will propose a change to the bylaws to include appointing trustees versus an election process and to bring consistency trustee term limits that will not be contingent on their geographical locations. (Village vs. Township) A motion will be presented and put to a vote at the July 28, 2021 board meeting.

VIII. Committee Reports

A. *Facilities-Bob Crissman, Nancy Haas, Todd Allgor:* Nothing to report

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

C. *Personnel-Ashely Willis, Jennifer Sportel, Courtney Bordner, Cindy Harrell:* Trustee Willis reported that the Personnel Committee met prior to board meeting to review and revise the SCL Board of Trustee Recruitment/Orientation Forms. Trustee Willis presented a revised SCL Board of Trustee Orientation Checklist, which divided the checklist into a *Pre-Orientation Meeting* checklist and an *Orientation Meeting* checklist. Designating the pre-meeting for potential board members and actual orientation meeting for person who has committed to a board approved appointment. Trustee Willis also shared that the committee recommends the trustee recruitment form be added to by each current board member yearly, rather than monthly. It will be considered a "working document."

X. Director's Report: Director Ballett shared that the SCL staff went to Holland area and purchased new computer and office furniture for the library. They also shared some much needed social time together as well. A few more pieces of furniture still need to be purchased. The director also shared newly created 3D-Printing forms for patrons to submit for 3D-printing requests. Trustees suggested that the documents be included in *Library Procedures* information. Summer program going very well. Thank you to the director and staff for all their hard work and a lovely social time after the June 23, 2021 meeting.

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. 6 No. 0

Action Taken:

The regular board meeting of June 23, 2021 was adjourned at 6:47 p.m.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: July 28, 2021