

Schoolcraft Community Library
Board of Trustees Meeting Minutes
July 28, 2021

Place: SCL, R. Crissman Community Room

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

I. Roll Call

Board Members Present

- Priscilla Swiat; Prairie Ronde,
- Cindy Harrell; Village of Schoolcraft,
- Sandie McGehee; Village of Schoolcraft,
- Ashley Willis; Village of Schoolcraft.
- Todd Allgor; Vicksburg
- Courtney Bordner; Village of Schoolcraft
- Jennie Sportel; Village of Schoolcraft

Board Members Absent:

- Nancy Haas; Schoolcraft Township
- Bob Crissman; Prairie Ronde,

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

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

Discussion: N/A

Action Taken:

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

Motion: Trustee McGehee made a motion to adopt meeting agenda as presented. Supported by Trustee Bordner

Motion carried Yes 7. No 0.

III. Adoption of Library Board Minutes, June 23, 2021

Discussion: Trustee McGehee noted that the minutes recorded June board meeting taking place virtually. Correction would be made to June 23, 2021 minutes.

Action Taken:

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

Motion: Motion was made by Trustee Harrell to accept minutes with correction to be made stating "board meeting was held in the SCL, R. Crissman Community Room." Supported by Trustee Allgor.

Motion carried: Yes 7. No 0.

IV. Financial Reports

Treasurer Report: Approval of Bills (Payables) All standard bills and payables. Supply budget appears to be extended beyond budget, but will be reimbursed with incoming grant money. Expenses exceed receivables, but typical for time of year. More furniture to be purchased for library, so excess funds from checking to savings or CD will be moved after furniture has been purchased.

Discussion: N/A

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

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

Motion carried. Yes 7. No 0.

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

Vice President Swiat opened for any comments.

Discussion: N/A

Action Taken: N/A

VI. Old Business

A. Michigan Public Library Trustee Manual Review

Discussion: Trustee Swiat stated that the SCL Trustee manual and State Trustee manual have been reviewed and changes/additions made to SCL Trustee manual. Trustee Swiat and Director Ballett are working together on the final copy of the SCL Board of Trustees Manual. Final format of the manual is ready for last review/edits and will be completed. There was a separation in the orientation and procedural items for trustees. Vice President Swiat thanked the Personnel Committee for their work on the Trustee Orientation Form.

Action Taken: N/A

Motion: N/A

VII. New Business

A. Change By-Laws to have the Village Council approve Village Trustees vs. an open election process

Discussion: Director Ballett and Vice President Swiat opened the discussion stating that the Village gave their approval to change the bylaws from "elected" trustees to "approved" trustees for each trustee term. Article III in the bylaws will be revised by condensing 3.3-3.6 in the article into one statement within 3.2. Thus Article III will contain 3.1 & 3.2 items. Additional change was discussed to include in article 3.2 the number of Village trustees to be represented on the library board from 6 trustees to no less than 4 trustees. It could not be determined at the time of the board meeting if the change to the number of Village representation had already been voted on by the board in an earlier meeting. Research would ensue after the meeting and reported on at the August 25th meeting.

Vice President Swiat presented that President Haas and Vice President Swiat had discussed a proposal to rotate library board officer positions to allow current officers to move into another board office. Swiat stated that this concept was recommended in the Michigan State Library Board Trustee manual and could promote growth in board members involvement and investment. Trustees responded with concern that the time commitment and knowledge background of library governance might be difficult, as well as overwhelming for some trustees to move into board officer positions. This type of protocol might also be carefully considered in succession plan development (Community members who may have talents or interests that would benefit library board officer duties.)

Action Taken: Trustee Willis volunteered to rewrite Article III in the Bylaws and email to trustees for review in preparation for the Article to be brought to a vote at the August 25, 2021 meeting. Director Ballett and Trustee Harrell will research past library board meeting minutes to verify village representation discussion/vote by the board. The board will continue, along with Director Ballett, to look for ways to promote the library board of trustees and bring more awareness to the community for their considerations to be future members on the board.

Motion: N/A

VIII. Committee Reports

A. *Facilities-Bob Crissman, Nancy Haas, Todd Allgor:* Stamped concrete cleaned. Partitions installed in computer area. Library is in need of a new microwave.

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

C. *Personnel-Ashely Willis, Cindy Harrell, Jennifer Sportel, Courtney Bordner:* Nothing to report.

X. Director's Report: Summer program has been well attended. See "Director's Report" for more complete information. During successful audit and discussion to follow with accountant advisor, helpful suggestions were established such as protocols to create more "Checks & Balances" to ensure and clarify accountability in financial reporting.

XI. Adjournment

Action Taken: Library Board Vice President Swiat 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 Allgor to adjourn the board meeting. Motion was supported by Trustee Willis. Motion carried. Yes 7. No. 0.

The regular board meeting of July 28, 2021 was adjourned at 6:45 PM.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: August 25, 2021