

Schoolcraft Community Library
Board of Trustees Meeting Minutes
September 22, 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
- Priscilla Swiat
- Bob Crissman
- Cindy Harrell
- Sandie McGehee
- Ashley Willis
- Todd Allgor

Board Members Absent:

- Courtney Bordner
- Jennifer Sportel

Library Staff: Director Ballett did not attend this meeting.

II. Adoption of the Agenda for Board Meeting of September 22, 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 Swiat made a motion to adopt meeting agenda as presented. Supported by Trustee McGehee

Motion carried Yes 7. No 0.

III. Adoption of Library Board Minutes, July 28, 2021

Discussion: N/A

Action Taken:

Board President Haas asked if there were any additions or changes to July 28, 2021 Library Board Minutes before adoption. (Noted that the Board did not meet during August, 2021, explaining adoption of July, 2021 Board Minutes.)

Motion: Motion was made by Trustee Crissman to accept the minutes. Supported by Trustee Allgor.

Motion carried: Yes 7. No 0.

IV. Financial Reports

Treasurer Report: Approval of Bills (Payables) All standard bills and payables. Trustee McGehee noted that the July expenses had an overage to the revenue, stating that is expected this time of year. August, will show growth in the revenue budget with incoming taxes. President Haas questioned the significant changes in the payroll amounts during June, July and August. Trustee McGehee will check with the SCL office manager for clarification on the fluctuations.

Discussion: N/A

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

Motion: Motion to approve payables made by Trustee Haas. Supported by Trustee Willis.

Motion carried. Yes 7. 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. By-Law Revision

Discussion: President Haas presented a documentation from Director Ballett showing that at the July 24, 2019 Board Meeting, Trustee Jim Goes, made a motion to change By-Law Article 3.2 to read:
The Board of Trustees shall consist of a minimum of five (5) elected Trustees representing the Village of Schoolcraft and those appointed trustees appointed by contracting municipalities.
It was supported by Trustee McGehee and the motion was carried.

President Haas then presented to the Board a current revision of By-Laws, Article 3, rewritten by Trustee Willis, to contain articles 3.1 and 3.2. They were reviewed by the trustees:

3.1 No fewer than four (4) trustees must be residents of the Village of Schoolcraft. Biennially, two (2) trustees representing the Village of Schoolcraft will be appointed and confirmed by the Village of Schoolcraft Council for four (4) year terms.

3.2 Municipalities contracting for use of the library services may appoint (originally read "elected" but deleted by trustee approval) up to two (2) residents of that Municipality as a Trustee such that the total number of board members does not exceed nine (9). Trustees from contracting municipalities to (originally read "may be elected" but deleted by trustee approval) to any Library Board office. (Amended 22, September, 2021)

Action Taken: President Haas asked that a motion be made to adopt Article 3.1 as written and Article 3.2 with the changes to eliminate the words: "elect" and "may be elected." Letters will be sent to the Village of Schoolcraft and Prairie Ronde Councils explaining the changes to the SCL By-Laws, Article 3.

Motion: Motion was made by Trustee Willis to approve 3.1 as written. Supported by Trustee McGehee.
Motion carried: Yes: 7 No: 0

Motion was made by Trustee Swiat to approve 3.2 with changes. Supported by Trustee Willis.
Motion carried: Yes: 7 No:0

Further Discussion: President Haas opened a follow-up discussion to By-laws, Article 3 regarding trustee terms and appointments schedule. At present, the schedule is unbalanced. President asked for suggestions on how to resolve the current situation. Trustee Willis suggested that her appointment November, 2021 be a one (1) year term to assist in balancing the schedule of trustees to be reappointed and confirmed in 2022 and 2024. No motion needed.

VII. New Business

A. Michigan Library Establishment Types

Discussion: President Haas presented documents reviewing the Michigan Library Establishment Types to the board. The document outlines the MLET characteristics of “Establishment Types” of libraries. Director Ballett asked that this document be reviewed and discussed by the board for input in identifying SCL’s establishment type according to this current documentation.

Action Taken: The document was reviewed and it was determined that there wasn’t enough information available to the board to make any decisions or recommendations as to the status of SCL. Trustee McGehee recommended a closer look at the description for PA 164, Section I, City Library. President Haas stated that further review, discussion and recommendations would take place at the October Board Meeting.

Motion: N/A

VIII. Committee Reports

A. *Facilities-Bob Crissman, Nancy Haas, Todd Allgor:* Trustee Crissman thanked Nancy Haas, Terry Haas and Tom Long for the great work they did grooming the outside of the library throughout the summer. He gratefully reflected on how much has been accomplished in the library in the past ten years. Weed and feed will be applied this Fall.

B. *Finance-Nancy Haas, Priscilla Swiat, Sandie McGehee:* The committee is waiting for library furniture purchases to be finalized before moving excess savings to a CD. Committee will meet in November.

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

X. Director’s Report: “Director’s Report” for more complete information.

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 Crissman. Motion carried. Yes 7. No. 0.

The regular board meeting of September 22, 2021 was adjourned at 6:41 PM.

Recorded and Transcribed by,

Cindy Harrell, Schoolcraft Community Library Board Secretary

Next Board Meeting: October 27, 2021