

Schoolcraft Community Library Board

Minutes of Board Meeting of January 27, 2016

I MEETING: Called to order at 7:05 PM by Brooks

II ATTENDANCE: Director VanRavenswaay, Swiat, Bell, Bergland, Brooks, Crissman, Gammill, Haas, Waldron, Willis

III AGENDA: Motion for approval of Agenda with additional item by Bergland, 2nd by Gammill. Motion carried.

IV MINUTES: Motion for approval of November 18, 2015 Minutes with correction by Waldron, 2nd by Bergland. Motion carried.

TREASURER'S REPORT: Gammill reported the transfer of \$30,000 from checking to savings. In addition two CD's will mature within two weeks of each other and it is a recommendation from the Finance Committee to combine them. The Committee also is proposing to move some of the cash in the savings account to a CD. Motion for approval of Finance Committee recommendations by Bergland, 2nd by Crissman. Motion carried.

APPROVAL OF BILLS (PAYABLES): November 2015 Payables: VanRavenswaay reported that the library received \$1900+ in memorials for Carol Kendall thus expense and revenue is a bit higher because of specific requests of these donations. Motion for approval of November 2015 bills by Crissman, 2nd by Bergland. Motion carried.

December 2015 Payables: VanRavenswaay reported that the library has received a donation of Kindles by Deb Christiansen. It was requested that a board member take a Kindle and test it prior to circulation to the library patrons. Bergland offered to test the Kindle. VanRavenswaay also reported that snow plowing has begun; a credit was received from Prairie Ronde township; Battle shirts were purchased and a grant has been written to cover that cost or possibly Friends of the Library can help; John and Ellen Stodola have donated DVD's to the library; and the target for payables is 83% and we are right on that target. Motion for approval of December 2015 bills by Bergland, 2nd by Crissman. Motion carried.

PUBLIC COMMENT: No public comments.

OLD BUSINESS:

Board of s recognition plaque: Bergland reported that she and Swiat reviewed the list of all prior board trustees. It was recommended that former directors be included on the plaque as well. Motion to include former directors on the plaque by Bergland, 2nd by Gammill. Motion carried.

Director Evaluations: Swiat provided an overview of the performance evaluation of Director VanRavenswaay. Willis requested time with the Personnel Committee to discuss and review this process.

Strategic Planning: Swiat requested that each committee review strategic plan progress quarterly with the board.

NEW BUSINESS:

Kalamazoo Gospel Mission presentation: Willis has requested that a representative from the mission come to speak to both the board and staff regarding issues surrounding the homeless in the county. After some discussion, it was approved that the board will be provided with a brief presentation at the March board meeting and the staff and board members (who are available) will attend a training session – date TBD.

Battle Volunteers: VanRavenswaay circulated a volunteer sign-up sheet for the event on February 20, 2016.

Battle Volunteers: VanRavenswaay circulated a volunteer sign-up sheet for the event on February 20, 2016.

2016 Budget: Gammill reviewed the 2016 proposed budget numbers with the board. Motion to approve the proposed 2016 budget by Bell, 2nd by Crissman. Motion carried.

Policy Reviews: Individual trustees reviewed four policies as assigned. Motion to approve the four policies by Crissman, 2nd by Bergland. Motion carried.

Library Closing Dates: Closing dates were reviewed. Motion to approve 2016 closing dates by Willis, 2nd by Crissman. Motion carried.

SB571: Current legislation discussed. VanRavenswaay reported her attendance at a combined Village/School/Library meeting in which a letters to state representatives citing concerns was presented and which VanRavenswaay and Swiat signed.

COMMITTEE REPORTS:

Facilities: Securing bids on handicap doors and now waiting on a second quote. Vicksburg Foundation may help with a grant.

Finance: No additional report.

Personnel: No additional report.

Community Relations: No additional report. Bergland will be added to this committee.

Technology: No additional report.

DIRECTORS REPORT: Director VanRavenswaay submitted report to the Board.

Willis motioned to adjourn at 8:20 PM, 2nd by Bergland. Motion carried.

Respectfully submitted by Kathleen Waldron

NEXT MEETING: Wednesday, February 24, 2016