

Schoolcraft Community Library Board  
Minutes of the January 24, 2018 Board Meeting

I Meeting: Called to order at 7:00 by Haas

II Attendance: Director VanRavenswaay, Willis, Harrell, McGehee, Crissman, Bergland,

Remote: Haas, Gammill

Absent: Swiat, Brooks

III Agenda: Haas asked that Employee Recognition be added under Old Business number 3, and under

New Business, Trustee Retirement as number 8.

Motion to approve agenda with additions, by Crissman, 2nd by Harrell.

Motion approved.

IV Minutes: Motion by Willis, 2nd by McGehee to approve the Minutes of November 15, 2017.

Motion approved.

Treasurers Report: Gammill reported that revenue was down in November, and is anticipated to be normal for the new year. Director VanRavenswaay noted that the Library received 26k from Township Millage in January, and that other property taxes will be reported in January as well.

Approval of Bills (Payables): Director VanRavenswaay noted expenses included shirts for Battle of the Books and for replacement of the security monitor in her office.

Motion for approval to pay bills by Crissman, 2nd by Bergland.

Motion Approved.

Public Comment: No Public Comment.

Old Business:

1. Library 30 Year Anniversary Planning:

Tentative date set for August 25. Check with the Village for conflicts for that date. A planning

meeting date will be set after Battle. All Trustees are encouraged to bring ideas.

2. End of the Year Reports.

VanRavenswaay, per Swiat, noted that End of the Year Reports are due at the end of the fiscal year.

Trustees are asked to submit a paper copy to Director VanRavenswaay prior to the February meeting.

3. Employee Recognition Schedule: suggestions included:

5 years Plate in a new book in honor of employee; gift card for \$15

10 years Plate in a new book in honor of employee; engraved pen and box set (up to \$30)

15 years Plate in a new book in honor of employee; gift card for \$45

20 years Plate in a new book in honor of employee; engraved glass clock (up to \$60)

25 years Plate in a new book to honor employee; gift card for \$75

30 years Plate in a new book to honor employee; individualized gift up to \$100

Discussion of when to start, and when to make presentations.

New Business:

1. Proposed Revenue Budget: Gammill noted that the Finance Committee met at the end of 2017, and

that there is under a \$1000 difference between this year and last. Vote to take place in February.

2. Proposed Budget 2018/2019: Gammill noted that this years' budget is very similar to last years'.

Vote will take place in February.

3. Updated Michigan Public Library Manual: The new Manual is available online. Director

VanRavenswaay noted that it has been 13 years since the last update. (No volunteers to review and report on changes)

3. Updated Michigan Public Library Manual: The new Manual is available online. Director VanRavenswaay noted that it has been 13 years since the last update. (No volunteers to review and report on changes).
4. Battle of the Books. February 17, 2018 (Back up volunteers). Crissman volunteered for the afternoon if needed, Bergland and spouse are available all day, and McGehee will advise of her availability.
5. Proposed early closing on February 10: Staff wishes to attend the wedding of Staff member Katie Burnahm.
6. Approval of Library closing dates for 2018: 2/17- Battle of the Books, 5/28- Memorial Day, 7/4, 9/3- Labor Day, 11/21 close at 5pm, 11/22-23 Thanksgiving, 12/24-28 Christmas, 12/31 close at 5pm, 1/1, 2019 New Years.

Motion by McGehee, 2nd by Crissman to approve the 2018 Library closing dates including 2/10 closing at noon.

Motion carried.

7. Policy review cycle: Director VanRavenswaay noted that the review cycle begins next month.
8. Trustee Retirement: Director VanRavenswaay was sad to report that Trustee Brooks tendered his resignation, effective immediately. We will invite Bruce to our next meeting to say our good-byes, and present the plaque in recognition for his dedication and service. A card will be available at the desk for fellow Trustees to sign.

Director VanRavenswaay suggested Jim Goes as a replacement for Bruce's term through 2018.

#### Committee Reports

Due to Year End Reports, only two updates were reported:

\*\*\*\*Personnel: Ashley Willis, Nancy Haas, Bob Crissman, Priscilla Swiat: Willis noted that Director reviews were due 1/31.

\*\*\*\* Technology: Ron Gammill, Cindy Harrell, Sandie McGehee: Director VanRavenswaay noted

the use of our new conference speaker phone is a great success.

Director's Report: Director VanRavenswaay noted in her report:

\* Library participation in the Christmas walk was very successful.

\*Battle of the Books preparation continues

\*Dollar General Grant writing process is underway for the Summer Reading Program.

\*Mar Jo's Ad has been placed.

Motion to adjourn meeting at 7:47 by McGehee, 2nd by Crissman. Motion Carried.

Respectfully submitted by K. Bergland Next Meeting: February 28, 2018 at 7pm.