

## Schoolcraft Community Library Board

### Minutes of Board Meeting of February 22, 2017

- I **Meeting:** Called to order at 7:17 p.m. by Swiat
- II **Attendance:** Director VanRavenswaay, Bergland, Brooks, Crissman, Harrell, Swiat, Willis, Haas and Gammill (both remote)
- III **Agenda:** Motion by Brooks, 2nd by Bergland, for approval of the Agenda of February 22, 2017. Motion carried.
- IV **Minutes:** Motion to approve the minutes of January 25, 2017, by Brooks, 2nd by Crissman. Motion carried for approval of minutes as read.

**Treasurer's Report:** Gammill presented the Budget Status report to the Board. Attention was made to budget status pie chart showing a shortfall of \$59,000.00 due to funds yet to be received. It was noted that line item 2579, (CD) will no longer be reflected in budget report as it has been cashed-out.

**Approval of Bills (Payables):** Computers and server maintenance fees, sink and faucet replacement and purchase of plaque honoring V. Bell's service on the Library Board were referenced by Director VanRavenswaay.

Motion for approval to pay bills made by Crissman, 2nd by Bergland. Motion carried to accept as received.

**Public Comment:** No public comments.

### Old Business:

1. **New Trustee:** Sandie McGehee will be welcomed at the Board meeting, March 22, 2017. Director VanRavenswaay shared background information regarding S. McGehee.
2. **DDA News:** Director VanRavenswaay shared that the necessary Bill was signed by Governor Snyder and libraries will begin to collect tax revenues. Schoolcraft Library may receive as much as \$2,000.00. Actual amount is uncertain at this time.

- 3. State Aid Report:** Trustees were given the yearly report sent to the State. Director VanRavenswaay highlighted changes that were made by the State in formatting the report. The changes explained some of the differences in the data reported from previous years. Brooks referenced employee benefit changes-Director VanRavenswaay explained the reflected inconsistency was due to changes in the wording of the document, which required shifting the benefits to a different budget area-the Operating Budget. Bergland referenced the summer reading attendance-Director VanRavenswaay pointed out that overall the numbers were fairly consistent with previous years. Swiat inquired as to when the data is compiled and the amount of time Director VanRavenswaay applies to the State report each year, as it appears to be a lengthy detailed report. The Director was commended for the work.

#### **New Business:**

**1. Approve Roll Over of Library Fund Balance from 2016/2017:**

Motion by Gammill to approve the rollover of Library Fund Balance from 2016/2017 into 2017/2018, 2nd by Haas. Motion carried.

**2. Director on Vacation March 10-20, 2017:**

Director VanRavenswaay will be in Japan. Cyndie will oversee library operations. Director will send out the March agenda.

#### **Committee Reports**

**\*\* Facilities:** (Brooks, Crissman, Bergland)

Committee shared details regarding Fabric Wall to be installed on North wall of the Crissman Community Room. Installation cost from company providing materials was \$2,900.00. To pursue lower installation price, the committee will seek local installer to bid on installation. The material color will be beige and will stop at the picture rail.

**\*\* Finance:** (Gammill, Haas, Swiat) No report at this time.

**\*\* Personnel:** (Crissman, Haas, Swiat, Willis)

Swiat asked Director VanRavenswaay to step-out of meeting to briefly discuss the director's evaluation. Swiat reported that evaluations were all positive and

would meet with VanRavenswaay next Friday. Swiat will ask the Director to determine long term goals.

**\*\*Community Relations:** (Bergland, Brooks, Willis) No report at this time

**\*\*Technology:** (Gammill, Harrell)

Harrell reported a meeting with Schoolcraft High School media specialist, Tammy Wright to discuss Library resources that would assist high school students in academic studies. Overdrive eBook collection/training available for staff and students, availability of print copies of books on high school required reading list and ways to encourage students to obtain library cards and use library resources were discussed. Director VanRavenswaay followed-up with an email to Wright.

**Director's Report:** Director VanRavenswaay submitted her report to the Board highlighting

\*Dollar General Grant was submitted today and will know results mid-May.

\*The Woodlands Cooperative will be offering Quickbook training at low cost for attendance. Director stated this will benefit library staff members that need this training.

\* South County News to highlight Battle of the Books and Tournament of Writers.

\*FOL provided donation monies to purchase a wireless scanner for inventory of library collection.

\*BOB, once again, had many volunteers and well attended. Fourteen students went to the Grand Battle. The Schoolcraft Grand Battle team all comprised of 4th grade first time battlers.

Crissman motioned to adjourn at 8:00 PM, 2nd by Bergland. Motion carried.

Respectfully submitted by C. Harrell

NEXT MEETING: Wednesday, March 22, 2017 at 7:00 PM