

**Minutes of the
Schoolcraft Community Library Board of Trustees Meeting**

Date: February 27, 2019

Time Called to Order: 7:00 p.m.

Attendance: Bordner, Willis, Goes, Haas (via conference call), McGehee, Crissman and Harrell

Absent: Bergland and Swiat

Approval of Agenda: Motion to approve agenda. Crissman. Second: Willis. Motion carried.

Other business: None

Minutes of November 14, 2018. Motion to approve: McGehee. Second: Goes. Motion carried.

Treasurer Report: Trustee Goes noted funds from tax revenue continue to be received and provide a surplus cash flow at this time. Goes noted that approximately 42% of tax revenue had been received and Director VanRavenswaay added that more tax monies had recently been received bringing the total percentage of tax revenue to 82%.

Approval of Bills (Payables.) Motion to approve: Goes. Second: Crissman. Motion carried.

Due to poor weather conditions and illness the Director shared the Revenue and Payables Report for December 2018-January 2019

Revenue: December: Woodlands Grant received for restricted funds to be used on programs with direct patron impact. January 2019: Additional property tax funds received and a Woodlands reimbursement for Staff First Aid training.

February projection of funds received should bring revenue budget and expense budget to even balance.

Payables: Notable expenses: November 2018: First Aid Class for staff training, Big C Lumber bill for florescent light bulbs and Battle of Books (BOB) expenses. December 2018: Donations received and given to the Long Family were as a "Pass-Through" budget item totaling \$1,395.00. January 2019: BOB expenses (paid through grant monies.)

Public Comment: None

Old Business

Policy Review: Motion to approve policy reviews with no changes to Social Networking, Record Retention and Mary Jane Swartz History Room policies by McGehee. Second: Willis. Motion carried.

New Business:

- 1.** Vote on Proposed Revenue Budget and Expense Budget FY 2019-2020 (correction to dates on the 2-27-19 Meeting Agenda.)
Motion to accept the Proposed Revenue Budget FY 2019-2020 and Expense Budget FY 2019-2020 by Goes. Second: McGehee. Motion carried.
- 2.** Approve rollover of Library fund balance from FY 2018-2019 to 2019-2020. Motion to rollover Fund Balance 2018-2019 to 2019-2020 by Goes. Second: McGehee. Motion carried.
- 3.** Approval of Library closing dates for 2019-2020. Motion to accept Library closing dates as proposed for 2019-2020 Haas. Second: Willis. Motion carried.
- 4.** Maple Syrup program met approval with suggestions to check with Tom Long as to plans for fire safety considerations.

Committee Reports

- 1.** Facilities-Crissman, Bergland, Goes: Continuing to seek someone to fill the groundskeeping position. The Director will post the job externally.
- 2.** Finance-Haas, Goes, Swiat: Nothing to report.
- 3.** Personnel-Willis, Haas, Crissman: Director review was shared by Willis and will be shared with Director VanRavenswaay, Friday, March 1, 2019. Evaluation summary will be sent to all Board members after the meeting.
- 4.** Community Relations-Willis, Bergland: Nothing to report.
- 5.** Technology-McGehee, Bordner, Harrell: Nothing to report.
- 6. Committee Chairpersons will submit a summary of committee activities during 2018-2019 for March meeting.**

DIRECTOR'S REPORT: Director VanRavenswaay highlighted the following from the Director's Report:

- Battle of the Books was attended by approximately 1200 people. Thanks to all the volunteers with special recognition to Thom and Kris DeWolfe for 22 years of serving at the Scoring Table. The Director will check with school district about nominating Tom and Krista for the Soaring Eagle Award. The Star Readers Team from Sunset Lake Elementary School was the Grand Champion Team.
- Dollar General Grant was submitted and should be announced in May.

- Tournament of Writers began last week and will close the end of March. Vicksburg Public Library will also be participating.
- Japanese 101 will begin for high school students with a highlight of a visiting acting coach from Japan.
- The Director along with staff are working on the Summer Reading program.
- Director announced intentions to seek other employment. Board will begin to review salary and benefits for upcoming hiring process.

MEETING ADJOURNED: TIME: 7:30. Motion to adjourn by Willis. Second: Crissman.
Motion carried.

NEXT MEETING: March 27, 2019. Respectfully submitted by: C. Harrell