

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

Date: March 27, 2019

Time Called to Order: 7:10 p.m.

Attendance: Willis, Goes, Haas, Bergland, McGehee, Crissman, Swiat, and Harrell

Absent: Bordner

Approval of Agenda: Motion to approve agenda with Item #3 added to New Business by Haas. Second: Goes. Motion carried.

Public Comment: None

Minutes of February 27, 2019. Motion to approve: Willis. Second: Bergland. Motion carried.

Treasurer Report: Trustee Goes noted funds are at 100%. Savings and CD's are in good standing. In light of healthy library funds, Trustee Swiat brought forward the Board's commitment to set aside funds in savings for future facility growth or repairs. Trustee Willis commented that the Board be mindful, also in light of budget fund surplus, the future compensation package presented in the hiring of a new director. Trustee Goes was confident that any money set aside in savings for future facility use would not affect the decisions made regarding a new director's compensation package.

Motion was made by Goes to move \$2,000.00 into savings for future facility growth or repair. Second: Swiat. Motion carried.

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

Payables: Larger payables included Follett Destiny yearly subscription, snowplowing and insurance. There were still several bills noted related to Battle of the Books, but paid for from already restricted-designated funds.

Revenue: Millage funds totaling \$85,000.00, Prairie Ronde tax funds of \$3,000.00. Director VanRavenswaay noted that \$2,400.00 in tax money from Schoolcraft Township is forthcoming and can be retroactively submitted into 2019 budget. Once that money is received the Library Revenue will total \$194,000.00 supporting a budget of \$191,000.00 in projected expenses.

Old Business

- 1. Policy Review:** Motion by Swiat to approve policy reviews with changes to review dates and no changes to Public Relations and Petty Cash policies. Second: McGehee. Motion carried.
- 2. Strategic Planning:** A discussion was put forth regarding next steps for strategic planning process. It was determined that the Board will move forward in the planning process even with the possibility of hiring a new director. It was concluded that the development of new mission and vision statements should be developed to provide the platform from which goals and benchmarks can be built.
Ad-Hoc committee was formed to develop/update the library's mission and vision statements. The committee will consist of Trustees Haas, Bergland, McGehee and Harrell.
Strategic Planning will be included on the April Board Meeting Agenda.

New Business:

- 1. Hiring a New Director:** Discussion regarding the hiring of a new library director included considerations of director responsibilities, qualifications, community relationships, and compensation. It was also noted that the process of hiring and interviewing for a new director needs to consider whether the library program is ready for new changes or maintaining current status of operations, identify our community and situation, as well as the creativity that the Board might put forth as it prepares requirements/characteristics of the job position. The Personnel and Finance Committees will oversee the hiring process. **The Personnel Committee will meet at the library: April 5, 2019 at 12:30 p.m.**
- 2. FOIA Policy review upcoming:** As the Board reaches the end of reviewing all library policies, FOIA policy document will be emailed to all trustees by Director VanRavenswaay for reviewing.
- 3. Library Appreciation Week: April 7-13, 2019.** The Board will honor the library staff with appreciation "Treat Basket" on **April 9, 2019**. Director VanRavenswaay will email some staff favorites to trustees to choose a treat or two to add to the basket, which will be put together by Trustee Haas. Haas also reminded board members to check the Wish Tree in the library for other items that can be gifted to fill library needs.

Committee Reports: Annual Reports were submitted and can be viewed for details and summations of 2018 activities.

1. Facilities-Crissman, Bergland, Goes: Continuing to seek someone to fill the groundskeeping position. A possible person interested in cutting the lawn with Tom Long maintaining the landscaping around the building. See Report.
2. Finance-Haas, Goes, Swiat: See Report.

3. Personnel-Willis, Haas, Crissman: See Report.
4. Community Relations-Willis, Bergland: See Report.
5. Technology-McGehee, Bordner, Harrell: See Report.

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

- Donations are being received and organized for the Harriet Swartz Room. Looking forward to presenting the finished historical information added to the room.
- Japanese 101 very successful and possible summer classes to be added.
- Roxanne and Director attended Spring conferences at the Schoolcraft Elementary School where they met families and promoted library presence and programs to the community.
- Library Hop during the month of April. Lavender Farm from Mattawan will present a program, April 16, 2019 at 4:00 p.m.
- Student Art will be displayed in the library with an Open House, May 1, 2019.
- Book and Bake Sale, May 10-11, 2019: Set-up: Thursday, May 9, Sale: Friday, May 10 & 11. Volunteers welcome to set-up, help during the sale and to take down the sale on Saturday.

MEETING ADJOURNED: TIME: 8:17. Motion to adjourn by Haas. Second: Crissman. Motion carried.

NEXT MEETING: April 24, 2019.

Respectfully submitted by: C. Harrell