

## Schoolcraft Community Library Board

### Minutes of Board Meeting of April 27, 2016

- I MEETING:** Called to order at 7:15 PM by Swiat
- II ATTENDANCE:** Director VanRavenswaay, Bell, Bergland, Brooks, Crissman, Swiat, Willis, Haas  
Absent: Gammill, Waldron
- III AGENDA:** Motion for approval of Agenda by Bergland, 2<sup>nd</sup> by Crissman. Motion carried.
- IV MINUTES:** Motion of approval of March 23, 2016 Minutes by Crissman, 2<sup>nd</sup> by Haas. Motion carried.

TREASURER'S REPORT: Bell and VanRavenswaay shared Gammill's report in his absence.

APPROVAL OF BILLS (PAYABLES): VanRavenswaay reported on Friends of the Library's contributions toward Recognition Plaque and Battle of the Books, Schoolcraft PTO's donation toward summer reading assembly, and received state aid payments. Motion for approval to pay bills made by Willis, 2<sup>nd</sup> by Crissman. Motion carried.

PUBLIC COMMENT: No public comments.

#### OLD BUSINESS:

##### 1. Strategic Plan Reviews

*Building and Grounds:* The Committee will have an extensive inspection of the facilities in May and report to the Board at the May 25<sup>th</sup> meeting.

*Community Relations:* A calendar of Village Council meeting dates was distributed for sign up. Trustees will share upcoming events at Village Council meetings and briefly report back any pertinent information to Library Board. A monthly calendar of upcoming FOL and Library events will be shared with Trustees.

*Finance:* Bell reported on committee Goal 1 work to insure a cash flow as needed, Goal 3 to identify possible areas to scale back if reductions are necessary and Goal 4 to develop an Endowment Fund. Rita Broekema is working with the committee on moving forward.

*Personnel:* Haas reported on the committee's work to update the Library Director Evaluation Form, which will be presented to the Board in May. Swiat announced that Kathy Waldron will be stepping down from the Board when a replacement is found, encouraging Goal 3, a Succession Plan for Board Trustees to be developed.

*Technology:* VanRavenswaay reported on the server project, which is in progress. There will be a need to replace some of the older computers and 6 new Kindles were placed in circulation.

2. Policy Review: No change in Jury Duty Leave, PTO-Paid Time Off, Unpaid Leave of Absence and Resignation. The Credit Card Policy will be updated to add a signature line for the Treasurer or Board Trustee on Finance Committee, to the Credit Card Use Form.

Motion by Crissman, 2<sup>nd</sup> by Bell to accept updated Policies. Motion carried.

3. Computer Policy- Motion by Haas, 2<sup>nd</sup> by Crissman to accept the recommended

Form.

Motion by Crissman, 2<sup>nd</sup> by Bell to accept updated Policies. Motion carried.

3. Computer Policy- Motion by Haas, 2<sup>nd</sup> by Crissman to accept the recommended Computer Policy changes from Lawyer Bob Soltis. Motion carried.
4. Board Recognition- Invitations have been sent, the Scouts and Village Council Trustee, Keith Gunnett, will participate on May 11, 2016, 6:30-7:30 event. Refreshments will be served.
5. Front Entrance Door Opener Project- Friends of the Library are making a \$1000 donation. Vicksburg Foundation Meeting is June 9<sup>th</sup>. VanRavenswaay is looking at an August installation.

#### NEW BUSINESS:

1. Annual Audit with Doug Wohlberg-VanRavenswaay reported on May meeting with Staff and June 20<sup>th</sup> presentation to the Schoolcraft Village Council.
2. A request was made by Jenna Otten to be on the property July 4, 2016 for a sorority fundraiser to provide food for low-income students. VanRavenswaay will request a Liability Waiver and direct Otten to the identified area of the property.

#### COMMITTEE REPORTS (Shared earlier with Strategic Plans)

**DIRECTOR'S REPORT:** Director VanRavenswaay submitted her report to the Board. Friends of the Library Bake/Book Sale is May 13 and 14. Bergland and Gammill will be on the ballot in November. Swiat recognized the success of the Art Open House and VanRavenswaay will continue to encourage this partnership with Schoolcraft Schools.

Bergland has offered to host a Staff, Board and Friends of the Library Summer Get Together on Thursday, June 23, 2016 at 5:30 at her home.

Bell motioned to adjourn at 8:17 PM, 2<sup>nd</sup> by Crissman. Motion carried.

Respectfully submitted by Nancy Haas

**NEXT MEETING:** Wednesday, May 25, 2016