

Schoolcraft Community Library Board

Minutes of Board Meeting of May 25, 2016

- I MEETING:** Called to order at 7:02 PM by Swiat
- II ATTENDANCE:** Director VanRavenswaay, Bell, Bergland, Crissman, Haas, Swiat, Waldron, Willis
Absent: Brooks, Gammill
- III AGENDA:** Motion for approval of Agenda of May 25th by Bell, 2nd by Haas
Motion carried.
- IV MINUTES:** Motion of approval of (both) April 27, 2016 Minutes with the addition of Haas present, by Willis, 2nd by Crissman. Motion carried.

TREASURER'S REPORT: VanRavenswaay shared Gammill's report in his absence and copied report for Trustees.

APPROVAL OF BILLS (PAYABLES): VanRavenswaay reported that Hardings will donate \$400 for an Ancestry.com subscription for genealogical searching. Technology expenses are expected to exceed the budget due to the server work and two additional back ups for the hard drives need to be purchased.

Motion for approval to pay bills made by Bell , 2nd by Bergland. Motion carried.

PUBLIC COMMENT: No public comments.

OLD BUSINESS:

1. Strategic Plan Reviews

Building and Grounds: Crissman reported on the Building and Grounds Walk Through and the Task List for Marty and Logan to complete. Crissman asked the Board to think about options for covering the crack near the Circulation Desk where the two buildings come together, possibly with some historic pictures/mural. We are waiting for a cost estimate to use an organic weed control product to deal with the weeds .

2. Policy Review:

- **Equal Employment Opportunity* (Crissman) No change recommended
- **Sexual Harassment* (Willis) No change recommended
- **Work Schedule* (Bell and Haas) No change recommended
- **Disciplinary* (Swiat and Waldron) No change recommended

Motion by Crissman, 2nd by Bergland to accept reviewed Policies. Motion carried.

3. Library Audit on May 26th; Village Audit Presentation on June 20th

VanRavenswaay reported that Doug Wolberg will be on site tomorrow for the Library Audit. Bell and Gammill would like to attend the meeting Wolberg will have with staff regarding any recommendations.

NEW BUSINESS: None

COMMITTEE REPORTS

1. **Facilities** (see Old Business)
2. **Finance** Waiting until after the Audit
3. **Personnel** Will meet at 6:30 on June 22 to review new Director Evaluation form
4. **Community Relations** Thanks to Faye for organizing the Board Trustee Appreciation. Bell reported on the Friends of the Library Books and Bake Sale. Willis reported on the Village Council Meeting.
5. **Technology** VanRavenswaay informed the Board that the server project is taking longer than expected but is hopeful it will be completed by the start of the Summer Reading Program. Replacing three patron computers will be the next project.

DIRECTOR'S REPORT: Director VanRavenswaay submitted her report to the Board. The Downton Abbey Tea was successful with Pearl Burleson providing a "High Tea" table of treats. The Small and Rural Library Conference was informative and worthwhile for VanRavenswaay and Children's Librarian, Pam Ballet, to attend. One session on "Staying Friends with the Friends" brought discussion on how to increase patron participation with the Friends of the Library organization and activities. The staff is busy preparing for the June 13th sign up for the Summer Reading Program for all ages. Adults are encouraged to sign up as well. The Schoolcraft Schools summer childcare "Eagle Zone" would like to participate and visit the Library each week.

Willis motioned to adjourn at 7:50 PM, 2nd by Crissman. Motion carried.

Respectfully submitted by Nancy Haas

NEXT MEETING: Wednesday, June 22, 2016