

Schoolcraft Community Library Board

Minutes of the Board Meeting of May 24, 2017

I Meeting called to order at 8:20 by Swiat

II Attendance: Director VanRavenswaay, Bergland, Swiat, Harrell, McGehee, Willis, Haas, Gammill

Absent, Brooks, Crissman

III Agenda: Motion by Harrell, 2nd by Haas, for approval of the Agenda of May 24, 2017.

Motion carried

IV Minutes: Motion to approve the minutes of the April 26, 2017, by Haas, 2nd by Gammill.

Motion carried for approval of minutes as read.

Treasurer's Report: Gammill reported that there are sufficient funds to cover the next few months, the next CD matures in October, and a small amount in savings. There was discussion of opening a money market account, but CD's offer more profit. A further suggestion was made to look at historical data to decide if more funds should remain liquid. Swiat reported that we need to keep six months expenses liquid, and suggested a review of financial policy.

Approval of Bills (Payables): Panic Button was installed, Computer/Tech fees were referenced by VanRavenswaay. Review of the Tech budget for next year was suggested.

Motion for approval to pay bills made by Willis, 2nd by McGehee. Motion Carried to accept as received.

Public Comment: No public comments

Old Business:

1. Bylaws Review

Article 4 Tabled until next meeting

Article 5 Accepted as read

Article 6 Tabled until next meeting

Article 7 Tabled until next meeting

Article 8 Accepted as read

Motion made to accept Articles 5 and 8 made by Harrell, 2nd by Haas. Motion Carried.

2. Patron Appearance and Behavior Policy.

Motion to approve changes made by Willis, 2nd by McGehee. Motion Carried

New Business:

1. DDA Tax Capture:

Director VanRavenswaay presented for Board approval, a letter drafted to exempt library funds from

DDA tax capture.

Motion made by Gammill to remain exempt from DDA tax capture and send the letter, 2nd by Haas.

Motion Carried.

2. Audit:

Director VanRavenswaay reported that the audit went well, with Mr. Wohlberg making a few suggestions that trustee and Finance Chair Gammill is looking into.

3. Staff member resignation:

Director VanRavenswaay reported that long time staff member, Carolyn Purk has given her written

resignation. She will be greatly missed. The position of clerk/custodian was discussed, and the decision was made to create two separate positions.

Committee Reports:

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

Committee reported that inspection of building and grounds had been done in April, no major

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Committee reported that inspection of building and grounds had been done in April, no major issues

were found. Director VanRavenswaay added that a local supplier was found for the carpet/sound

proofing in the Crissman Community Room. The cost being substantially less than the original bid.

***Finance:(Gammill, Haas, Swiat)

No report at this time

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

No report at this time

***Community Relations:(Bergland, Brooks, Willis)

The Committee reported that they met in April. Director VanRavenswaay gave an update on the

strategic plan. Brooks suggested advertising Library activities on placemats at MarJo's, VanRavenswaay followed up with cost. Suggestion for next year's summer reading program promotion. Willis reported that she is in contact with MLive regarding promotion of the Summer

Palooza.

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

No report at this time

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

*Professional development opportunities attended in May, and implementation at the Library.

* Presentation to Schoolcraft Township was well received.

* The Library received a "State Farm Foundation Good Neighbor" Grant.

*Book/Bake Sale went very well, the good weather helped.

* The Library was awarded a \$2000 Dollar General Summer Grant.

*Staff is preparing for Summer Reading as well as Sustainable Saturday activities.

Willis motioned to adjourn at 9:15, 2nd by Harrell. Motion carried.

Respectfully submitted by Kelly Bergland
Next Meeting: Wednesday June 28, 2017