

## Schoolcraft Community Library Board

### Minutes of Board Meeting of June 22, 2016

**I MEETING:** Called to order at 7:00 PM by Swiat

**II ATTENDANCE:** Director VanRavenswaay, Bell, Brooks, Gammill, Haas, Swiat, Waldron, Willis  
Absent: Bergland, Crissman

**III AGENDA:** Motion by Brooks, 2<sup>nd</sup> by Bell, for approval of the Agenda of June 22<sup>nd</sup> with the addition of New Business: #2. Community Room, #3. Streamlining Documents and #4. New Trustee. Motion carried.

**IV MINUTES:** Motion of approval of May 25<sup>th</sup>, 2016 Minutes by Haas, 2<sup>nd</sup> by Willis. Motion carried.

**TREASURER'S REPORT:** Gammill provided a financial report handout. We have a CD maturing in July, which will be rolled into a short term CD. Kalamazoo County State Bank has been helpful in assisting with Library investments. Gammill will work to put CD maturity dates on future reports.

**APPROVAL OF BILLS (PAYABLES):** VanRavenswaay highlighted lawyer fees for legal clarifications, Server Project expenses, Friends of the Library, Dollar General and Vicksburg Community Foundation Grants. Penal Fines should be available in July's financial report.

Motion for approval to pay bills made by Waldron, 2<sup>nd</sup> by Swiat. Motion carried.

**PUBLIC COMMENT:** No public comments.

**OLD BUSINESS:**

- Policy Review:
  - \**Mileage Reimbursement*- (Gammill, Crissman) No changes recommend
  - \**Open Door Policy*- (Brooks, Willis) No changes recommended
  - \**Performance Reviews* (Bell, Bergland) No changes recommended
  - \**Programs*- (Haas, Swiat) No changes recommended

Motion by Haas, 2<sup>nd</sup> by Gammill to accept reviewed Policies. Motion carried.

- Village Council Audit Presentation on June 20<sup>th</sup>:  
Gammill reported that the Library was a "bright shining spot" of the Council's audit and was given a "stellar" review. The Council echoed appreciation for the Library's continued financial practices and procedures. Congratulations to Faye and the Staff for well kept books. Gammill also reported on the Council's discussion of Schoolcraft's "Vision For The Future."

#### NEW BUSINESS:

- **PPT Reimbursement:** VanRavenswaay reported the Library will receive an estimated \$289 from the State of Michigan (around February) which will be put in the General Fund.
- **Community Room:** Discussion regarding staff member rental resulted in clarifying that if a staff member rents the Community Room following the required procedure, an additional staff member is not required to be present.
- **Streamlining Documents:** A request was made for combining documents in fewer emails when possible. Minutes will continue to be sent in a timely manner after the meetings. IF Financial and Director Reports are available, they will be sent together in the same email.
- **New Trustee:** Cindy Harrell, a recent Mattawan Schools' Librarian retiree and Schoolcraft Village resident, is interested in serving on the Board due to Waldron's anticipated resignation.

#### COMMITTEE REPORTS

- **Facilities** (Brooks, Crissman, Bergland) No report. Discussion on request for improving sound absorption in Community Room.
- **Finance** (Bell, Gammill, Haas, Swiat) Endowment Informational meeting is tentatively scheduled for July 6<sup>th</sup> at 9:30 with Rita Broekema.
- **Personnel** (Crissman, Haas, Swiat, Willis) The Committee shared the new Director Evaluation Form, which outlines the Director responsibilities.
- **Community Relations** (Bell, Bergland, Brooks, Willis) Bell reported on the Friends of the Library efforts and the Schoolcraft Summer Palooza, August 4<sup>th</sup> from 5-7:30 in the park.
- **Technology** – Gammill reported that technology is “working well” and VanRavenswaay reported that the Server Project is almost completed.

**DIRECTOR'S REPORT:** Director VanRavenswaay submitted her report to the Board. She highlighted Summer Reading participant numbers are up, Doug Wohlberg will begin work on Form 990 in July, possible joint programs with the Ladies Library and Battle of the Books 2017 work with Jenny Taylor will begin soon. The Handicap Access for the main doors will be installed in August, after the Summer Reading Programs conclude. We are still waiting for the vendor to contact us regarding the Ancestry.com program Harding would like to donate.

Willis motioned to adjourn at 7:50 PM, 2<sup>nd</sup> by Waldron. Motion carried.

Respectfully submitted by Nancy Haas

**NEXT MEETING:** Wednesday, July 27, 2016

