

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

**Date: June 27, 2018**

**Time Called to Order: 7:00 p.m.**

**Attendance:** Gammill, Swiat, Willis, Goes, Haas, Crissman and Harrell

**Absent:** Bergland and McGehee

**Approval of Agenda:** Motion to approve: Swiat Second: Crissman

**Other business:** None

**Minutes of May 23, 2018.** Motion to approve: Goes Second: Willis

**Treasurer Report:** Trustee Goes noted current deficit, which is typical to see this time of year until tax revenues are received. Audit was presented to the Village Council and approved.

**Approval of Bills (Payables.)** Motion to approve: Crissman Second: Gammill

Revenue: A thank you to Berglands for their donation used toward work on library grounds. State aid was shared by VPL with SCPL. Dollar General grant money received, as well as a State Farm Good Neighbor grant.

Payables: Larger amounts noted by the Director: Insurance/Workman Comp, 30<sup>th</sup> Anniversary mugs, Woodland membership, Quickbook training for Cyndi, conference attendance costs. VanRavenswaay reported that the phone bill did not come in May, so it will be noted on the June Payables.

**Public Comment:** None

**Old Business:** Motions to approve policy reviews: Swiat Second: Haas

**1. Policy Review**

- a. Lost and Damaged Books: No change
  - b. Equal Employment Opportunity: No change
  - c. Sexual Harassment: No change
  - d. Work Schedule: No change
2. Trustee Succession Planning: VanRavenswaay reported that trustee terms limits were discussed with the Village Financial Director/Asst. Manager, Tammi Youngs, and she did not see a need for a change at this time. Trustees will submit names to the Director with potential Library Board trustee candidates. Trustees suggested that the current

policy that states there must be six trustees on the Board that reside within the Village limits be explored for a possible change.

3. 30<sup>th</sup> Anniversary Planning: Time frame for the anniversary celebration will be 11:00 a.m.-1:00 p.m. There will be an Opening Ceremony with Scouts raising the flag, commentaries by distinguished guests, followed by refreshments. Crissman stated that invitations will be sent out six weeks prior to the event inviting those guests. Refreshments were discussed and appear to be soundly provided.

### **New Business:**

The library vacuum is either in need of repair or a replacement. The situation is to be assessed and findings reported as to the best course of action.

### **Committee Reports:**

1. Facilities-Crissman, Bergland, Goes: Outside of Library was power washed. The parking lot has been resurfaced and restriped. Looks very good. Crissman is working with Technology Committee and the Director to complete the placement of new AV components.
2. Finance-Gammill, Haas, Goes, Swiat: Nothing to report
3. Personnel-Willis, Haas, Crissman: Nothing to report
4. Community Relations-Willis, Bergland: FOL willing to be a part of the 30<sup>th</sup> Anniversary celebration. It was suggested that the Board and FOL plan meeting times, when collaborating events occur, so schedules of both organizations are considered. Many appreciative words for all the work that FOL does for SCPL.
5. Technology-McGehee, Harrell: The committee met on June 8, 2018 with the Director, Gary Monroe and Bob Crissman to review and discuss the purchase and installation of AV components for the Community Room. Many thanks to Gary and Director VanRavenswaay for their research and purchasing of components to complete the project. Many thanks to Bob Crissman for his expertise in planning and constructing the housing unit for AV equipment. It was suggested that a Presenter's Camera be added to the AV equipment in the future.

**DIRECTOR'S REPORT:** VanRavenswaay noted the AV project and 30<sup>th</sup> Anniversary celebration progress. It was also reported that donations, totaling \$2200.00 were made by the FOL for power washing the library and funds for the Summer Reading Program. Many thanks to FOL for their generosity and commitment to SCPL. Safety updates were made with a Safety Data folder and updates to fire extinguisher safety procedures. Strong participation in the Summer Reading activities. Dollar General Grant money has been received and is being appropriated.

**MEETING ADJORNED:** TIME: 7:44 Motion to adjourn: Swiat. Second: Haas.

NEXT MEETING: July 25, 2018

Respectfully submitted by: C. Harrell