

Schoolcraft Community Library Board

Minutes of Board Meeting of July 27, 2016

- I MEETING:** Called to order at 7:05 PM by Swiat
- II ATTENDANCE:** Director VanRavenswaay, Bell, Bergland, Brooks, Crissman, Haas, Swiat, Waldron, Willis
Absent: Gammill
- III AGENDA:** Motion by Brooks, 2nd by Crissman, for approval of the Agenda of July 27th, 2016. Motion carried.
- IV MINUTES:** Motion for approval of June 22nd, 2016 Minutes by Bell, 2nd by Haas. Motion carried.

TREASURER'S REPORT: Director VanRavenswaay distributed the Financial Accounts Report and pointed out that Gammill moved \$15,000 from savings to checking as there were two pay periods since the last meeting. Crissman appreciated the new reporting form.

APPROVAL OF BILLS (PAYABLES): VanRavenswaay highlighted: Friends of the Library donation of \$3500 and how the money was used, including the very popular Launch Pads, carpets were cleaned and the movie license cost will be reimbursed. John Stodola was recognized for his donations of paper. Swiat questioned if the Library was on a monthly payment plan for utilities and VanRavenswaay reported that we continue to be on budget and have not needed to make a change at this time. Motion for approval to pay bills made by Waldron, 2nd by Bell. Motion carried.

PUBLIC COMMENT: No public comments.

OLD BUSINESS:

1. Policy Review:

- **Volunteers*- (Waldron, Swiat) No changes recommend
- **Library Cards & Circulation*- (Brooks, Crissman) VanRavenswaay recommended omitting #2 as we no longer have those materials.
- **Hiring a New Library Director* (Bergland, Willis) No changes recommended
- **Materials Selection*- (Bell, Haas) Bell noted that the American Library Association's Library Bill of Rights is now located on page 70 in the Policy Manual.

Motion by Bell, 2nd by Haas to accept reviewed Policies with requested changes. Motion carried.

2. Form 990 Submission

VanRavenswaay reported Form 990 was submitted electronically.

3. Automatic Door Installation and Ribbon Cutting August 3rd, 3:00 p.m.

The installation will take place on Monday, August 1st and is scheduled to take 8 hours. Patrons will be directed to use the Community Room entrance. Steve Peters will do the electrical work on July 28. Refreshments will be available on August 3rd and VanRavenswaay will complete the paperwork for the Vicksburg Foundation.

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NEW BUSINESS:

1. Conflict of Interest –sign yearly
Page 37 of the Policy Manual requires Trustees to annually sign the Conflict of Interest form. VanRavenswaay distributed the form, which Trustees signed and will be kept on file in the Library. This will be an annual July Board Agenda item.
2. Harding’s Community Rewards
The old Harding’s Community Rewards cards are being replaced with Ecoupons. Trustees are encouraged to complete the enrollment on line. Shoppers will now use their 10 digit phone number to support the Library.
3. Black Belt Librarian Sept. 13th 9:00-5:00 p.m.
VanRavenswaay requested an Inservice Day for the Staff to attend the Black Belt Librarian training at Lawrence ISD at a cost of \$45. Swiat motioned for the Library to be closed (all day) on Tuesday, September 13th, 2nd by Brooks, to allow staff to attend this training. Motion carried.
4. Kathy Waldron’s last meeting August 24th
Swiat thanked Kathy for her dedication to the Library (12 years of service from the Waldron Family).
5. Kelly Bergland thanked the Board for their kind thoughts, prayers and support when her father passed away.

COMMITTEE REPORTS

1. **Facilities** (Brooks, Crissman, Bergland)
The cracks in the driveway were fixed by Crissman.
2. **Finance** (Bell, Gammill, Haas, Swiat)
We are waiting for Gammill to reschedule the Foundation meeting with Rita Broekema.
3. **Personnel** (Crissman, Haas, Swiat, Willis) No report
4. **Community Relations** (Bell, Bergland, Brooks, Willis)
Bell and Bergland reported on the Summer Palooza plans for Thursday, August 4th from 5:00-7:30 PM in Schoolcraft Burch Park (Ken Krum Center in case of rain) and asked for volunteers. Hopefully this community gathering will become an annual event.
5. **Technology** – VanRavenswaay reported on the damaged to the touch screen from a 2 year old and the parent’s donation to cover the cost of the repair.

DIRECTOR’S REPORT: Director VanRavenswaay submitted her report to the Board. She highlighted the increased participation in the Summer Reading Programs and will share results of the surveys when they are compiled. The Eagle Zone children will continue to visit the Library weekly through the summer. Eagle Boy Scout projects include painting of the shed and bench. VanRavenswaay also shared a flyer on the \$35 Paint Party. Swiat recognized Faye and the Library Staff for their work on the successful Summer Reading Programs.

Crissman motioned to adjourn at 7:45 PM, 2nd by Bergland. Motion carried.

Respectfully submitted by Nancy Haas

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NEXT MEETING: Wednesday, August 24th, 2016 at 7:00 PM