

Schoolcraft Community Library Board  
Minutes of the July 26, 2017 Board Meeting

I Meeting: Called to order at 7:03 by Swiat

II Attendance: Director VanRavenswaay, Swiat, Bergland, Harrell, McGehee, Crissman, Brooks, Haas

Remote: Gammill

Absent: Willis

III Agenda: Director VanRavenswaay proposed the addition of #4 30th anniversary of the Library, and

#5 early closing on 8/29/17 to New Business.

Motion to amend and approve the Agenda by Brooks, 2nd by Crissman.

Motion carried.

IV Minutes: Swiat noted the Motion to approve minutes should be moved to the line above #2 DDA

capture. McGehee noted the wording of the final line of Technology report should read, A.V. is in

process of upgrades, as well as MEL staff training.

Motion by Crissman to approve minutes of June 28, 2017 as amended, 2nd by McGehee.

Motion carried.

Treasurer's Report: Gammill reported that the revenue for April, May, and June dropped, with expenses slightly above average. Further discussion to follow in the finance report.

Approval of Bills (Payables): Director VanRavenswaay noted expenditures for RIDES, Reimbursement Property Tax (Kalamazoo County), and Audit. Reimbursements for Movie Licensing USA are coming in. FOL paid for the carpet and installation on the wall in the Crissman room. Also noted were legal expenses for the letter drafted to the DDA.

Motion for approval to pay bills by Haas, 2nd by McGehee.

Motion carried.

Public Comment; No public comment.

Old Business:

1. Bylaws Reviews

Article 10: Harrell (Tabled in June) Approved subject to "Robert's Rules of Order" on majority vote.

Article 11: Haas, Gammill: Tabled until August

Article 12: Brooks, Crissman: No changes

Article 13: Bergland, McGehee: No changes

Motion by Crissman, 2nd by Harrell to approve Articles 10, 12, and 13.

Motion carried.

2. Year End Committee Reports.

McGehee will review and submit recommendation at the August meeting for referencing the policy.

New Business:

1. Website proposal.

Director VanRavenswaay reported that she had met with Eric Schmidt to discuss a website "facelift". The proposal included training with a fee not to exceed \$3500.00, and an option to

1. Website proposal.

Director VanRavenswaay reported that she had met with Eric Schmidt to discuss a website "facelift". The proposal included training with a fee not to exceed \$3500.00, and an option to break down the fee into two payments. The Technology committee has agreed to review the proposal and make recommendations. The Finance committee will follow us with recommendations as well.

2. New Staff Member to start in August.

VanRavenswaay reported that the newly hired staff member had backed out, and that another candidate will be interviewed within the week.

3. Bricks to be ordered for Susan and Carolyn- staff donation/library cost.

Two bricks will be ordered to honor long time staff members for their years of service. The bricks will have their years of service to the library. Library will cover the expense.

4. 30 Year Celebration.

VanRavenswaay noted that the Library will be celebrating 30 years in 2018, with the suggestion that the anniversary could be linked with next years' Palooza. Discussion is ongoing.

5. August 29, 2017 early closing.

VanRavenswaay proposed an early closing on August 29 because of the Back to School Open House. The Library has been asked to host a table. The Board had no objection.

### Committee Reports

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

Crissman reported that it is feasible to use the west entrance hall space in the corner to accommodate AV equipment in the Community Room.

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

Gammill reported that the committee had met on July 5, 2017. Gammill created a chart of the CD'S with maturity dates and amounts. A proposal was made to create a fund balance policy to assure liquids funds to pay expenses when income ebbs. Gammill will report back with a recommendation on the amount suggested for the fund and timing. Haas reported that the committee saw no need enlist goal #4 of the strategic plan at this time,(endowment).

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

No report at this time.

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

Bergland reported that the Palooza will be held on August 3 in Burch Park.

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

The committee reported that they had met and are proposing a plan to update AV, as well as mounting the equipment, and revamping the sound system. The upcoming website update was also noted. Harrell reported that most of the strategic plan is being met.

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

\*Strong participation in the Summer Reading Program, although 2 weekend programs fell short in anticipated attendance. Tales to Tails was a hit!

\*"Thomas the Train" for pre-school children was a success, the new "Reading Buddies" had a slow start.

\*AV system and web upgrades are in process.

\*FOL is in process with events and fundraisers through the month of December.

\* New Staff is hard at work, and a sad good-bye to our Susan and Carolyn.

Motion to adjourn by Crissman at 8:35, 2nd by Harrell. Motion carried.

Respectfully submitted by K.Bergland NEXT MEETING : August 23, 2017 at 7:00p.m.

