

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

Date: July 25, 2018

Time Called to Order: 6:58 p.m.

Attendance: Swiat, Willis, Goes, Haas, Crissman, Bergland, McGehee and Harrell

Absent: Gammill

Approval of Agenda: Motion to approve agenda with addition to New Business-item #2
Library Board Member: Swiat Second: McGehee

Other business: None

Minutes of June 27, 2018. Motion to approve: Haas Second: Willis

Treasurer Report: Trustee Goes noted revenue appears to be down, which is typical to see this time of year until tax revenues are received in the Fall. Healthy checking account balance to sustain budget until revenue increases.

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

Revenue: Appreciation to FOL for generous donations and the Schoolcraft Community Schools PTO for their donation, which was applied to the cost for the Air Zoo presentation. Some mugs and bags have recently been sold. President Haas noted that the revenue percentage is the same as last year at this time.

Payables: Larger sums were noted by the Director, such as Movie Licensing, which is done through Woodlands, and will be reimbursed to the library. Swiat asked the Director if cost of expenses seem higher? The director did not see significant changes.

Public Comment:

Old Business: Motion to approve policy reviews with changes to Disciplinary and Open Door Policies: McGehee Second: Crissman

1. Policy Review

- a. Disciplinary: Removal of wording, “or verbal warning...”
- b. Mileage Reimbursement: No change
- c. Open Door Policy: Correct “of” to “or”
- d. Performance Reviews: No change. Crissman asked if reviews were spread-out over time. Reviews are conducted at the same time of year.

2. Update on 30th Anniversary Planning: August 25, 2018. Scouts will lead a pledge to the flag, government officials that were contacted did not commit to speaking, but did say they would send a written tribute, others have volunteered to speak at the Opening Ceremony: K. Gunnett, Bob Crissman, Priscilla Swiat and Nancy Rafferty-Suzanne Gross and Mary Carroll Clark speaking to the history of the library. Refreshments will be served inside the library. Library staff working on a display of photos and old newspaper articles/clippings and activity for children. Willis commented that there is a possibility for a radio interview. South County News article will be in next addition of the paper.

New Business:

1. **August 28, 2018 School Open House:** no discussion needed
2. **Library Board Member:** Ron Gammill sent a letter of resignation. Many thanks to Ron for his service as a Trustee. A community member who has expressed interest in serving on the Board will be contacted to fill his remaining term.

Committee Reports:

1. Facilities-Crissman, Bergland, Goes: Framework around the AV equipment wiring will be completed very soon.
2. Finance-Gammill, Haas, Goes, Swiat: Nothing to report
3. Personnel-Willis, Haas, Crissman: Library Staff Appreciation lunch will be served by Board members on August 21, 2018, Noon, at the library. Bob Crissman is in charge with others bringing food to complement his menu.
4. Community Relations-Willis, Bergland: Bergland reported that the FOL Palooza, August 2 has grown into an opportunity to draw attention to 8-10 new businesses and organizations from the community and surrounding communities participating. There will be a 50/50 raffle, Silent Auction and Food Booth provided by FOL. Keith Gunnett will be the emcee again this year.
Historical Home Tour will take place in December. FOL working hard putting the details together.
5. Technology-McGehee, Harrell: Celebrating the installation of AV equipment in the Crissman Community Room. Many thanks to all who assisted and volunteered their time to complete this project.

DIRECTOR'S REPORT: VanRavenswaay noted the AV project is in place with just a few finishing touches to be completed. The library website is up and running. Summer reading program is going well with 243 teens and young children participating. There were 91 patrons at the animal program last week. Eagle Zone has had approx. 25 children involved in the program and Matt Webster, from the Elementary School has brought students from the summer enrichment program to the library for reading and special read aloud presentations. Bob Crissman asked if Matt Webster would like a Free

Library structure for the school. Director has been working on Anniversary Open House details the past month. It has been a busy month at the SCPL.

MEETING ADJOURNED: TIME: 7:38 Motion to adjourn: Swiat. Second: Crissman.

NEXT MEETING: August 22, 2018 Respectfully submitted by: C. Harrell