

Schoolcraft Community Library Board

Minutes of Board Meeting of August 24, 2016

- I MEETING:** Called to order at 7:00 PM by Swiat
- II ATTENDANCE:** Director VanRavenswaay, Bell, Bergland, Brooks, Crissman, Gammill, Haas, Swiat, Waldron,
Absent: Willis
- III AGENDA:** Motion by Brooks, 2nd by Bergland, for approval of the Agenda of August 24, 2016. Motion carried.
- IV MINUTES:** Motion for approval of July 27, 2016 Minutes by Bell, 2nd by Crissman. Motion carried.

TREASURER'S REPORT: Gammill distributed the Financial Accounts showing asset totals of \$159,953.28. Swiat asked for clarification of money transfers in July. Currently there is \$11,952.65 in the savings account.

APPROVAL OF BILLS (PAYABLES): VanRavenswaay highlighted technology expenses are at 75% of the budget due to the new server. She suggested making budget amendments in October if needed. The \$1000 mini grant will be used toward technology. Three additional outside libraries still need to reimburse us for their participation with the Movie License. No additional questions from the Trustees.

Motion for approval to pay bills made by Crissman, 2nd by Haas. Motion carried.

PUBLIC COMMENT: No public comments.

OLD BUSINESS:

1. Policy Review:

Unattended Children-* (Gammill, Swiat) It was recommended to add #4 Clarify any child above 10 years old who **can understand and follow patron policy. #10 The Library is not responsible for children who leave the library (while accompanied by an adult). Edit Emergency Contact Information **form to be used for Off Site Programs**.

**Weeding the Collection-* (Brooks, Crissman) Add outdated memorial/tribute materials may be removed at the Director's discretion.

**Challenged Materials* (Bergland, Willis) No change

Conflict of Interest-* (Bell, Haas). Change the word **of to **or**

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

NEW BUSINESS:

1. Procedures for USA Patriot Act Reviewed

VanRavenswaay distributed the 2003 Board Procedures regarding the Patriot Act and Library searches. We are currently in compliance. This policy will be reviewed in September.

2. Summer Survey Results

September.

2. **Summer Survey Results**

VanRavenswaay shared the responses from 30 participants who were mostly “very satisfied” with the reading, science, yoga and other summer programs. There were very positive comments about our “exceptional staff,” the reading logs and reading time requirements. The majority of participants received information on the summer programs through informational fliers distributed at the schools and at the Circulation Desk. The Library Staff will use this information to determine next year’s programming.

3. **Incident Report**

Monday, August 8th a patron reported a neighbor was using the Library’s Wi-Fi over the weekend. The police were called and the Library received a copy of the incident report. Going forward, the Wi-Fi frequency will be turned down after 8:30 p.m.

COMMITTEE REPORTS

1. **Facilities** (Brooks, Crissman, Bergland)

Crissman reported the engraved bricks have been reset. A video was taken so that the can be done in the future by Maintenance staff. Kathy Waldron’s name has been added to the Honorary Board Trustee Plaque.

2 **Finance** (Bell, Gammill, Haas, Swiat)

Gammill will reschedule the Endowment meeting with Rita Broekema and set a Budget Committee meeting for the end of September.

3 **Personnel** (Crissman, Haas, Swiat, Willis)

Kathy Waldron was recognized for her years of service to the Library Board with thanks and refreshments supplied by Vickie Bell.

4 **Community Relations** (Bell, Bergland, Brooks, Willis)

Bell and Bergland reported on the successful Community Summer Palooza. Special recognition was given to “Powerhouse” Angie Havens. The Business community as well as the churches and Historical Society are already planning for 2017. The Home Tour fundraiser will have another meeting in September.

5 **Technology** (Gammill)

VanRavenswaay reported the damaged children’s computer was sent in for repairs. Three new terminals in the patron area are being replaced and two new swivel monitors will be installed at the Circulation Desk.

DIRECTOR’S REPORT: Director VanRavenswaay submitted her report to the Board highlighting the Dollar General and Vicksburg Foundation Grant Reports are completed. The automatic interior doors were adjusted for easier opening. Roxanne and Faye will work the Schoolcraft Open House again this year. An young adult and student volunteer will be working a few hours each week during the school year. The Bergland family was thanked for the donation of the new American flag. Art Open Houses are scheduled for September 7th and November.

President Swiat requested Board members to “Look ahead” for the Library’s future needs and direction.

Waldron motioned to adjourn at 7:50 PM, 2nd Bergland. Motion carried.

Respectfully submitted by Nancy Haas

NEXT MEETING: Wednesday, September 28, 2016 at 7:00 PM

