

Schoolcraft Community Library Board
Minutes of the August 23rd, 2017 Board Meeting

I Meeting : Called to order at 7:00 by Swiat

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

Gammill

Absent: McGehee

III Agenda: Motion to approve by Crissman, 2nd by Gammill. Motion carried

IV Minutes: Motion by Haas, 2nd by Harrell to approve minutes of July 26, 2017. Motion carried.

Treasurer's Report: Gammill noted July Budget Status revision and continuation with the current format. Also noted, we are in good shape with the current checking account status. Discussion to follow during Financial Report.

Approval of Bills (Payables): VanRavenswaay noted payment to Doug (990) work, ALA membership, and Gary for IT work. A patron donation was also noted.

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

Public Comment: No public comment

Old Business:

1. Bylaws Reviews

Article 10: Harrell (tabled in June) No change.

Article 11: Haas, Gammill. No change.

Article 14: Swiat, Willis. No change

Article 15: Harrell, Crissman. No change

Motion by Willis, 2nd by Brooks to approve Articles 10, 11, 14, and 15. Motion carried.

2. Year End Committee Reports Trustee Policy- SM (Tabled until September)

3. Website Proposal-RG: Gammill noted that the Finance Committee met, and concluded that we need to stay current with Library technology.

Motion was made by Gammill to pay the \$3500 Website upgrade cost in two installments. 2nd by Haas. Motion carried.

New Business:

1. Summer Wrap Up.

VanRavenswaay noted that enrollment rates were down from last years' record high. Dollar General has also requested retention rates. Highlights included AirZoo and Wildlife Safari. An area of concern was Eagle Zone, and Little Eagles lack of participation. Suggestions were more volunteer supervision, and connecting with the school librarian to support participation next year. Also noted, looking in to transportation from the school site to the Community Library, as well as distributing flyers to the pre-k group.

Committee Reports

***** Facilities: (Crissman , Brooks, Bergland) No Report

*****Finance: (Gammill, Haas, Swiat) Gammill reported that the committee had met the week prior. Topics discussed included: Fund Balance Policy, A.V upgrades, and Savings Account. Gammill suggested the \$20k CD coming due be placed in the checking account, giving more flexibility when funds are low. Ongoing monitoring of the available balance to determine if more or less is warranted on a yearly basis was suggested. Gammill also noted that the Library has grant monies for AV upgrades that must be used in the near future. There is estimated to be enough available to begin the project. Gammill also commented that the Palooza was a great success in community building. Though not a fund raiser, it offers the community and Library to link together. VanRavenswaay will follow up with Woodlands on suggestions for AV/conference calling set up suggestions. Swiat noted that the committee also suggested saving 1%-3% of Library revenues each year.

Motion was made by Gammill, 2nd by Swiat to cash out the 20k CD and deposit the monies in the Library checking account in October. Motion carried.

*****Personnel:(Willis, Haas, Crissman) Committee Meeting is planned for September 1, 2017

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*****Community Relations:(Bergland, Brooks, Willis) Bergland reported that the Palooza was a success, with more participation from the Village Council this year. A Cemetery Walk fundraiser is being planned for the month of October to benefit the Community Library, Ladies Library Association, and Historical Society. The Gathering of the Greens will round out the season. Our Friends of the Library President, Debra Christiansen, and her husband Bill have submitted articles on upcoming events to the South County News , as well.

*****Technology:(Harrell, McGehee) Harrell highlighted the upcoming AV upgrade, with the new screen slated to be the first purchase. The sound system is projected to be the most expensive part of the project. Harrell reported that the committee's next step will be an official proposal for the order of purchases.

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

*Summer Reading Program was well attended, and well supported financially. Noting, Dollar General, FOL, and other local businesses, as funding sources.

*Summer Survey offered positive comments and suggestions.

*Palooza hosted by FOL was a success, with more business and groups participating this year.

*Fall programs are being planned, twice yearly weeding is underway.

*Rose Pest will offer a presentation on bed bugs Sept. 19th.

*Annual Library report to the Village Council Sept. 18th.

*School Open House on August 29th.

*Computer upgrades August/September.

*Repairs to brick walkway completed.

*Girl Scout "Gold Award" project is underway, with Maya Pierce, spanning 4 years.

*Dale Miller has donated funds to renew the Ancestry database.

Motion to adjourn at 8:12pm by Brooks, 2nd by Crissman. Motion carried

Respectfully submitted by K. Bergland

Next Meeting: September 27th at 7:00pm.