

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

Date: August 22, 2018

Time Called to Order: 7:00 p.m.

Attendance: Director VanRavenswaay, Willis, Goes, Haas, Crissman, Bergland, McGehee and Harrell

Absent: Swiatt

Approval of Agenda: Motion to approve agenda with addition to New Business-item #3, Library Credit Card: Crissman Second: Goes

Other business: Library Tribute Presentation by Legislators cancelled.

Minutes of July 25, 2018. Motion to approve: Haas Second: Bergland

Treasurer Report: Trustee Goes noted revenue had a slight increase. Next month should reflect a positive cash flow with collection of property taxes. Healthy checking account balance to sustain budget until revenue increases. Nothing outstanding.

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

Revenue: August budget will reflect checks from State Aid. Penal fines will be seen in September and October.

Payables: Larger payables included Audit payment and Peter Electric for AV project (covered by mini grant.) New Comcast bill will reflect a \$40 decrease.

Public Comment: None

Old Business: Motion to approve policy reviews with changes to Volunteers and Library Cards and Circulation Policies: Harrell Second: McGehee

1. Policy Review

- a. Programs: Second paragraph, addition of “website and social media.”
 - b. Volunteers: #4 in paragraph 6, to read, “with approval by Library Director.”
 - c. Library Cards and Circulation: Non-resident, #1 to read, “current/nonexpired, or reciprocal card...”
 - d. Material Selection: No change.
2. Update on 30th Anniversary Planning: August 25, 2018. Opening ceremony: Scouts will present the flag. Senator O’Brien will present a tribute to library. Nancy Rafferty,

Suzanne Gross and Mary Carol Clark will present history of library. Several Trustees will speak and Marilyn Jones poem will be presented. Refreshments will be served inside (possible rain) and have been appropriately planned for adult and children guests. Set-up will begin at 10:00 a.m. Thank you to all who have planned and participated in the success and integrity of this great celebration for the Village of Schoolcraft.

New Business:

- 1. New Trustee:** Courtney Bordner has agreed to become a trustee. She will begin her term at the September Board meeting. Welcome Courtney.
- 2. Snow Plowing Needed:** Bob Crissman will speak with T. Wolhuis and Jim Goes will speak with Bill Speers regarding library plowing needs this winter.
- 3. Summer Reading Program:** Statistics for program increased this year with a 80% participation rate-an increase from 72% last year. Eagle Zone participation was well attended and organized. A thank you note will be sent to Principal Matt Webster, at the Schoolcraft Elementary School for his dedication to busing community children to library taking part in the Summer Slide program. Surveys from patrons gave very strong positive feedback regarding the library services such as; children programming and staff performance in those programs and enjoying summer programming. Thank you to the Director and library staff for continued excellence in their roles and performances serving the community.
- 4. Library Credit Card:** Director will change credit card status from a Personal nature to a Business credit card.

Committee Reports:

1. Facilities-Crissman, Bergland, Goes: Framework around the AV equipment has been completed.
2. Finance-Gammill, Haas, Goes, Swiat: Nothing to report
3. Personnel-Willis, Haas, Crissman: Library Staff Appreciation lunch was served and very much appreciated. A thank you card to the Board was presented.
4. Community Relations-Willis, Bergland: Bergland reported that the FOL Palooza, August 2, was a success. Business participation increased to 34 businesses were present. FOL promoted and presented this event to the community. Thank you to AnJie Havens for her organizing the many generous donations, which helped this to be a successful fund-raising event-showcasing the library. Historical Home Tour will take place, December 1, 2018. FOL working hard putting the details together. Thank you to Ashley Willis, for setting-up a radio interview with Director VanRavenswaay to highlight 30 Year Library Celebration. The interview went well.
5. Technology-McGehee, Harrell: Director reported that a Universal Remote was purchased for AV Community Room equipment.

DIRECTOR'S REPORT: VanRavenswaay thanked the Board for the Staff Appreciation luncheon that was provided. The Director noted that there will be an author visit and highlight subject of book. Summer music program was a well-attended with positive responses. The carpets have been cleaned and cracks will be fixed by the Circulation Desk. Woodland meeting was very informative and presented new grant money opportunities.

MEETING ADJOURNED: TIME: 7:53 Motion to adjourn: Bergland. Second: Willis.

NEXT MEETING: September 26, 2018 Respectfully submitted by: C. Harrell