

Schoolcraft Community Library Board

Minutes of Board Meeting of September 28th, 2016

I MEETING: Called to order at 7:01 PM by Swiat

II ATTENDANCE: Director VanRavenswaay, Bell, Bergland, Brooks, Gammill, Harrell, Swiat, Willis
Absent: Crissman, Haas

III AGENDA: Motion by Bergland, 2nd by Brooks, for approval of the Agenda of September 28, 2016. Motion carried.

IV MINUTES: Motion for approval of August 24, 2016 Minutes by Bergland, 2nd by Bell. Motion carried.

TREASURER'S REPORT: Gammill distributed the Financial Accounts showing asset totals of \$150,546.00. \$8,498.83 in checking, may need to move some from savings.

APPROVAL OF BILLS (PAYABLES): Revenue - State aid more than projected. Penal fines were down. Received all money from movie licensure reimbursement. Expenses – Audit was same cost as last year. Water is up from last year. Door project put library over expected expenses for the year.

Motion for approval to pay bills made by Bell, 2nd by Gammill. Motion carried.

PUBLIC COMMENT: No public comments.

OLD BUSINESS:

- **Policy Review:**

- **Lost and Damaged Materials-* (Gammill, Swiat): Add “this applies to interlibrary loans” to the “We reserve the right to charge” line.

- **Social Security Number-* (Brooks, Crissman): No changes.

- **Disclosure of Patron Information* (Bell, Willis): Add “Non-identifying information may be released or disclosed to the extent and manor provided in the Freedom of Information Act.”

- **Financial Operations Policy-* (Gammill): Add “Once a month the Director and Administrative Assistant will back up financial records on electronic flash drive to be deposited into safe deposit box by the Secretary, Director, or the Administrative Assistant.”

Motion by Brooks, 2nd by Bergland to accept reviewed Policies with requested changes. Motion carried.

- **Black Belt Librarian**
- Amendment of Patron Appearance & Behavior Policy: Should include “disruptive behavior” per training recommendation. Also “disturbs other patrons” should include “and staff.”

Motion by Bell, 2nd by Bergland to amend policy.
carried.

Motion

- Library Rules of Conduct will be posted in the library.
- Upgrade security buttons. Cost is approximately \$150. Quarterly all emergency systems should be tested.

Motion by Bergland, 2nd by Swiat to upgrade security buttons and test emergency systems quarterly.

Motion carried.

NEW BUSINESS:

- **Trustee Workshop at KPL Friday, Oct. 14th 9-3 pm:** Swiat and Gammill will attend.
- **Chili Cook Off, October 1st in Burch Park 1-3pm.**
- **Tournament of Writers Judging:** Gammill, Swiat, Bergland, Harrell will judge.
- **Lions Club Meeting:** They will donate \$400 large print/audio and \$200 towards digital sign (estimated \$320 to fix), Dale offered to cover remainder. However, he will be donating \$370 for ancestry.com, so library will encourage him to donate that, and have library cover the cost of the digital sign.

COMMITTEE REPORTS

- **Facilities** (Brooks, Crissman, Bergland): No update. Meet in October to review disaster plan.
- **Finance** (Bell, Gammill, Swiat): Meet October 12 at 10am for payroll budget.
- **Personnel** (Crissman, Swiat, Willis) : No update.
- **Community Relations** (Bell, Bergland, Brooks, Willis): Friends of the Library met September 26. Holiday Home Tour being planned for December 10 from 4-8pm.
- **Technology** (Gammill): Ron to be copied on technology communications. Internet is slow, some issues with the phone.

DIRECTOR’S REPORT: Director VanRavenswaay submitted her report to the Board highlighting that the schools reserved the library’s Community Room for meditation and mindfulness classes. TJ Maxx grant has been completed, with \$1000 being requested. 90 days to hear back. Eagle Scouts touched up the paint in the library. Girl Scouts will assist with a program in October.

Bergland motioned to adjourn at 7:59PM, 2nd by Harrell. Motion carried.

Respectfully submitted by Ashley Willis
NEXT MEETING: Wednesday, October 26, 2016 at 7:00 PM