

Schoolcraft Community Library Board
Minutes of the September 27th, 2017 Board Meeting

I Meeting: Called to order at 7:04 by Swiat

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

Absent: Harrell

Remote: Gammill

III Agenda: Motion to approve by Brooks, 2nd by Crissman. Motion approved

IV Minutes: Motion by Haas, 2nd by Willis to approve the Minutes of August 23rd, 2017.

Motion carried

Treasurer's Report: Gammill noted that higher than normal expenses for the month were due to an extra payday. Gammill also noted that the funds from the CD cash out in October will be deposited in the checking account.

Approval of Bills (Payables): VanRavenswaay noted the expense for carpet cleaning, and Trust Shield insurance payment, also suggesting reviewing the replacement cost of the Library.

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

Public Comment: No Public Comment

Old Business:

1. By Law Reviews

Article 4 Amendment. Per Attorney Soltis, suggestion to remove 4.2D, and add 4.25.

Motion by Swiat 2nd by McGehee to approve changes to Article 4. Motion Carried

2. Year End Committee Reports, Trustee Manual Updates.

Motion by Brooks, 2nd by Crissman to adopt updates. Motion Carried

New Business:

1. Evening Statistics:

VanRavenswaay noted that Wednesdays are the busiest, Tuesdays are the slowest, by month, October is the busiest, January is the slowest. No change in operating schedule was suggested.

2. National Public Library Survey results:

VanRavenswaay noted the survey highlighted: Finance, Public Library Use, Children's Programs, Resources, Cultural, and Staffing. VanRavenswaay reported that the results in the Resources, and Staffing categories do not reflect us. She also reported that Woodlands will be offering Consumer Reports database. E-books stats to be upcoming with State Aid.

3. Chili in the Park, hosted by Kalamazoo County State Bank. October 7th, 1-3pm.

Crissman noted that he would be there with the Chili, and would not divulge the recipe!

Committee Reports

Swiat noted that end of the year reports are due in February 2018, per the strategic plan.

*****Facilities:(Crissman, Brooks, Bergland) Crissman reported that an October walk through is planned, noting that carpeting a second wall in the community room has been suggested, and the disaster plan needs to be updated.

*****Finance:(Gammill, Haas, Swiat) Gammill reported that Cyndie had submitted a payroll summary for 2018, highlighting several good options. The committee will convene on October 6th to discuss the options, petty cash, cashing of CD, and copy machine lease options.

Recommendations will be made to the Board at the October meeting. Also noted was the need to establish policy to set aside 1%-3% of revenue for 2018 budget.

*****Personnel:(Willis, Haas, Crissman) Willis reported that the committee met last month and reviewed job descriptions for technology and grounds keeper, as well as reviewing the employee handbook.

*****Community Relations:(Bergland, Brooks, Willis) Bergland Reported that the Cemetery Tour fund raiser is underway, as well as planning for the Village Christmas Walk, and Gathering of the Greens.

*****Technology:(Harrell, McGehee) McGehee reported the committee will be setting a meeting in the next few weeks.

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

*****Technology:(Harrell, McGehee) McGehee reported the committee will be setting a meeting in the next few weeks.

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

*Over 1000 books were removed during the weeding process, and Book jobber, Gary Gross, will be visiting the end of September.

*Inventory has resumed, and expired patrons are being removed from the system, per state guidelines.

*Book list for Battle of the Books will be released October 20, and two new liaisons have signed on.

*Many thanks to Ron and Martha Gammill for sharing their beautiful work with the community!

*Girl Scouts will be joining the children's Halloween Program to pass out candy.

*Director VanRavenswaay presented the annual Village Report, and shared upcoming event information.

*Grant reporting was completed, remaining monies being spent on AV equipment.

*A book was purchased the money donated in honor of Ella Flinton!

On a final note for the evening, Gammill suggested a "Youth Citizenship Award" program. Discussion on this is ongoing.

Motion to adjourn at 8:56 by Crissman, 2nd by McGehee. Motion carried

Respectfully submitted by K. Bergland

Next Meeting: October 25th, at 7pm