

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

Date: September 27, 2018

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

Attendance: Willis, Goes, Haas, Crissman, McGehee, Bordner and Harrell

Absent: Swiatt and Bergland

Approval of Agenda: Motion to approve agenda: McGehee. Second: Willis.

Other business: None

Minutes of August 22, 2018. Motion to approve: Haas. Second: Goes.

Treasurer Report: Trustee Goes noted funds are closer to being up-to-date by incoming tax revenues, which included Village payment of \$13,000 and to be followed by Township payments due this winter. Healthy checking account balance to sustain budget to the end of the fiscal year.

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

Revenue: Appreciation to Hardings-Dale and Cindy Miller, for their generous donation in providing and continuing to renew Ancestry online subscription for patron use in the library. Director VanRavenswaay stated that a member in the community is working-on providing a genealogy class for community members to attend. It was suggested that South County News be contacted to promote the upcoming class, as well as the donation from Dale and Cindy.

PPT reimbursement is not a reliable revenue and it is unknown when the last PPT reimbursements will be distributed. The Lions Club presented a donation of \$267 for Large Print library materials.

Payables: Payables that were noted by the Director: Woodland membership, insurance payment, carpet cleaning, new patron cards that were ordered. It was also noted an increase in projected Summer spending, but that overage was paid through Dollar General Grant monies. Movie licensing has all been reimbursed minus the library portion of \$100.

Public Comment: None

Old Business: Motion to approve policy reviews with updated dates on policies: McGehee. Second: Crissman.

1. Welcome New Trustee: Welcome to new trustee, Courtney Bordner. Trustee Bordner shared briefly about personal background and her investment in the Schoolcraft community. Welcome and her participation is greatly appreciated.

2. Policy Review

- a. Unattended Children: No change
- b. Weeding the Collection: No change
- c. Challenged Materials: No change
- d. Conflict of Interest: No change

New Business:

- 1. Community Room Rental Hours:** Director shared that a community group requested extending their rental evening hours to 10:00 p.m. Director VanRavenswaay replied with a 9:00 p.m. ending time. The group willingly complied, but the situation raised a question as to whether or not the “rental hours” for the Crissman Community Room should be explicitly noted in the policy. It was decided that the policy remain as stated, “discretion of the Director...” to provide flexibility and discernment of the Director.
- 2. Budgeting Process to Begin:** Trustee Goes will be working with Cyndi on the budget for the new fiscal year. A budget meeting will take place on October 16, 2018 at 1:15 p.m. for review. Trustees Haas, Swiatt and Goes will attend. The director noted that the minimum wage will be increasing and will impact the upcoming budget.

Committee Reports:

- 1. Facilities-Crissman, Bergland, Goes: Nothing to report
- 2. Finance-Haas, Goes, Swiat: Nothing to report
- 3. Personnel-Willis, Haas, Crissman: Director review will be given in the next few months.
- 4. Community Relations-Willis, Bergland: Willis attended Village Council meeting and presented library events.
- 5. Technology-McGehee, Harrell: Upgrades to Windows 10 for all computers and Time Limit Manager for patron computers are upcoming. Clean Slate will be removed from patron computers. Upgrades will be completed by G. Monroe and funded with grant monies. Last piece of AV upgrade will be mounting the speakers to the wall. A computer “succession plan” was briefly discussed as a future goal.

DIRECTOR’S REPORT: VanRavenswaay shared that extensive weeding of materials has been taking place with focus on the Children’s Section. Some of the upcoming events that will be taking place: Magic Show-October 23, Trick or Treat-treats on Halloween, Vintage Typewriter display and Donut Dolly, author visit on October 2. The Tournament of Writers book night took place with much enjoyment and with 60 in attendance. Thank you to the Vicksburg Library who sent a 30th Anniversary gift bag to

Schoolcraft Library and to Representative Iden and Senator O'Brien for their tribute presentations in honor of the Schoolcraft Library 30th Anniversary. There is a plaque commemorating their tributes on library wall by the DVD shelving.

MEETING ADJOURNED: TIME: 7:31 Motion to adjourn: Crissman. Second: Willis.

NEXT MEETING: October 24, 2018 Respectfully submitted by: C. Harrell