

Schoolcraft Community Library Board  
Minutes of the October 25, 2017 Board Meeting

I Meeting: Called to order at 7:01 by Swiat

II Attendance: Director VanRavenswaay, Swiat, Willis, Haas, Brooks, McGehee, Gammill, Harrell.

Absent: Crissman, Bergland

III Agenda: Swiat asked that discussion regarding Director's Annual Evaluation be added to

Agenda.

Motion to approve agenda (including added agenda item) by Brooks, 2<sup>nd</sup> by Haas.

Motion approved.

IV Minutes: Motion by Haas, 2<sup>nd</sup> by McGehee to approve the Minutes of September 27, 2017. Motion approved.

**Treasurer's Report:** Gammill noted that the deficit for September was not unusual occurrence with revenues typically lower during this time of budget year. Gammill also noted that funds of \$20,000 were transferred from CD to checking account and is reflected in the current financial report. Transfer of funds from CD will prepare cash flow for period/s of low revenue.

Haas asked if current 7% revenue rate was normal for this time of year. VanRavenswaay indicated that it was a typical percentage and would increase Jan-Mar.

**Approval of Bills (Payables):** VanRavenswaay noted the expenses for new AV equipment were purchased from grant money and FOL \$1,000 donation. Also noted was the Laura Long donation of \$500 used for books and audio materials. VanRavenswaay noted that a Millage payment was received from Village and Penal Fines. The Director also stated that the new digital program installed by G. Monroe to record wireless use has improved the ability to track patron usage. In the past it has been hand-counted. Last year's hand-count/25 vs. digitally/99 patrons.

Motion for approval to pay bills by Gammill, 2<sup>nd</sup> by Willis. Motion approved.

**Public Comment:** No public comment

**Old Business:**

1. Bylaws Reviews

Revised Bylaws presented and signed by Swiat.

Policy reviews will begin in January.

Motion by Haas, 2<sup>nd</sup> by Willis to adopt Bylaws as written. Motion approved.

**New Business**

1. Payroll Budget

Gammill noted that previously approved 2017 Payroll Budget included a pay increase 4% for all staff. A 2% increase can be given for 2018 Payroll Budget without additional strain to overall budget. Swiat noted that when the new library construction had been completed that staff remained at "preconstruction" wages until recently. In 2016, a 3% increase was given, then 4% in 2017. The Finance Committee is recommending a 2% across the board increase for the 2018 Payroll Budget. Committee asked Trustees to view the proposed amended Payroll Budget for next meeting.

Motion by Swiat to amend 2017 Payroll Budget to reflect current additional library staff, 2<sup>nd</sup> by Gammill. Motion approved.

2. Petty Cash Policy

VanRavenswaay noted that library was in need of a Petty Cash Policy to allow for clear accountability requirements when using petty cash for library purchases. Policy was submitted for Board approval.

Motion by Brooks, 2<sup>nd</sup> by McGehee to adopt Petty Cash Policy. Motion approved.

3. Voters Not Politicians Request

VanRavenswaay presented a request by Voters Not Politicians group, asking the library to "host" a public event to present their organization's purposes. It was unclear if the group was asking to rent space in the library for a meeting or for the library to host an event.

VanRavenswaay asked for Board input as to a reply. It was suggested that library space

was asking to rent space in the library for a meeting or for the library to host an event. VanRavenswaay asked for Board input as to a reply. It was suggested that library space rental was acceptable, but not hosting an event for the group.

#### 4. Director's Annual Evaluation

Swiat noted that the same format as last year would be used for Director's Annual Evaluation. Trustees are asked to fill-out an evaluation form and return to library front desk where it will be placed in a folder. Evaluations are due by January 31, 2018.

Although, all evaluations are anonymously submitted, Trustees are requested to check-off name on list provided with the folder. Willis noted that evaluations will be reviewed and discussed with the Director. VanRavenswaay will provide Director's job description and the form.

#### **Committee Reports**

Swiat and VanRavenswaay noted that the Committee Year End Reports will be due at the next meeting November 15, 2017.

\*\*\*\*\***Facilities:** (Crissman, Brooks, Bergland) VanRavenswaay reported (for Crissman) that a Walk-Through was conducted and a few minor things were noted for repair. Crissman updated the Disaster Plan Manual along with other manuals that needing revising. Chief Campbell will address library staff next Tuesday about safety in the library.

\*\*\*\*\***Finance:** (Gammill, Haas, Swiat) Gammill reported that the CD transfer to the checking account was made, the Petty Cash Policy was determined, and copier lease options are being explored by obtaining three quotes from two new companies along with current provider-Cornerstone. All companies are local and provided competitive bids. Swiat reported that the committee discussed the need to begin regularly saving a minimum of 1%, of incoming revenues for future building projects, improvements, or unforeseen repairs. This has been done in the past, which provided funds for the new library construction, and is a financially responsible action to be resumed. The Board was asked to consider the recommendation and discussed in January.

\*\*\*\*\***Personnel:** (Willis, Haas, Crissman) Willis reported that many of the committee's goals have been met with Annual Meeting at Woodlands, retreats, employee manuals updated, and continue to work on a Succession Plan for Board Trustees.

\*\*\*\*\***Community Relations** (Bergland, Brooks, Willis) VanRavenswaay reported (for Bergland) that village meeting attendance is light, surveys are ongoing, "Pure Schoolcraft", is being published by Deb Christensen, the Library 30<sup>th</sup> Anniversary Celebration planning will begin in January 2018, Robotics group meeting at library, as is OLLI. Chef's hats-off to Bob Crissman for his amazing chili entered at the Chili Cook-off! Yum Award goes to Bob and a big "Thank You." Haas reported that the Cemetery Tour was outstanding with Deb Christensen dressed in costume and her personalization of information that required hours of research made tour great success. Thank you to Ron and Martha Gammill for beautiful artwork displayed in the library!

\*\*\*\*\***Technology** (McGehee, Harrell) McGehee reported that grant money has been used to purchase new AV equipment for the Crissman Community Room. The project is ongoing as money becomes available. Items that have been purchased: AV Screen, Blue Ray player, Ceiling Mounted Projector, Sound Bar and Wireless Laser Pointer. Costs for electrical have been determined by Peters Electric and committee is currently exploring costs for central Control Board. Thank you to Gary Monroe for all of his time and input given to the committee.

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

\*Japanese 101 Class will begin with 9 teens currently registered.

\*FOL donated \$1,000 for Crissman Community Room AV project with \$300 restricted to purchase new nonfiction materials.

\*Battle of the Books plans in place: Books determined and list published, 14 teams currently registered with 36 teams possible.

\*FOL Gathering of Greens registration to begin and they would like to have a cookie and punch Open House in December.

\*Binder Park Halloween Party with animal presentation was well attended with 50 children, 35 adults, Girl Scouts and other volunteers to hand-out treats. Increase in attendance may have been due to more communications regarding event.

\*Radio Interviews are ongoing. They are prerecorded and very easy to do.

\*Comments from Suggestion/Comment Box were shared with very positive feedback directed

due to more communications regarding event.

\*Radio Interviews are ongoing. They are prerecorded and very easy to do.

\*Comments from Suggestion/Comment Box were shared with very positive feedback directed toward library staff and facilities. Form that patrons may fill-out was also shared.

On a final note for the meeting, McGehee commented that the online Consumer Report is a positive addition to library online resources.

Motion to adjourn meeting at 8:15 by Brooks, 2<sup>nd</sup> by Swiat. Motion carried.

Respectfully submitted by C. Harrell

Next Meeting: November 15, 2017, at 7p.m.