

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

**Date: October 24, 2018**

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

**Attendance:** Willis, Goes, Haas, McGehee, Bergland and Harrell

**Absent:** Swiatt, Bordner and Crissman

**Approval of Agenda:** Motion to approve agenda: Haas. Second: Goes. Motion carried.

**Other business:** None

**Minutes of September 26, 2018.** Motion to approve: Willis. Second: McGehee. Motion carried.

**Treasurer Report:** Trustee Goes noted funds are up to a healthy level due to currently received Village revenue.

**Approval of Bills (Payables.)** Motion to approve: Bergland. Second: Willis. Motion carried.

Revenue: Approximately half of the Village revenue has been received. Funds from the Township not yet received.

Payables: Payables that were noted by the Director: A new membership with MCLS of \$125.00, which is fully reimbursable and will provide increased professional development opportunities for library staff, Richard's Sewer Service for septic pumping, \$500.00 and Halloween event magician, J. Dudley, \$200.00.

**Public Comment:** None

**Old Business:** Motion to approve policy reviews with updated review date as only change: McGehee. Second: Goes. Motion carried.

**1. Official Vote on new trustee Courtney Bordner:** Vote taken and Bordner was unanimously approved. Motion was made to approve Trustee Bordner by Harrell. Second: McGehee. Motion carried.

**2. Policy Review**

- a. Social Security Number: No change
- b. Disclosure of Patron Information: No change
- c. Financial Operations Policy: No change

d. Grants, Gifts, and Donations: No change

**3. Payroll Budget 2019:** 2019 Payroll Budget was reviewed and revised by Finance Committee to reflect a prospective budget for library staff. Although, the amount of hourly wage will increase in 2019, H. Long's pay is projected at his current employment status, as Library Page. His hourly wage will be reviewed again after the hourly wage law is fully implemented. **The Payroll Budget will be presented for approval at November Board Meeting.**

### **New Business:**

- 1. Strategic Planning:** Director brought attention to presentation by the New Jersey State Librarian regarding strategic planning goals, methods of implementation and examples of prospective strategic planning. Director VanRavenswaay will send a link to the presentation and an additional document created by Philadelphia Free Library presenting an example of their strategic planning mission, vision and focus goals and benchmarks. Further discussion included the following:
  - **Trustees should review: Presentation through link that will be sent—Philadelphia Free Library Strategic Plan—Review Schoolcraft Public Library Strategic Plan—Reflect on possible Vision statement and revisions to Mission statement.**
  - **November Board Meeting will include time for committees to meet and discuss strategic planning for future committee work. Continuing this practice of committee work at future Board meetings will be discussed at later date.**
  - **Consideration of time lengths of 3 or 5 years of Strategic Plan implementation.**

### **Committee Reports:**

1. Facilities-Crissman, Bergland, Goes: Nothing to report
2. Finance-Haas, Goes, Swiat: Focused on CD maturation and how this can be redone. Rates may allow maturity to be spread-out over time in a different manner.
3. Personnel-Willis, Haas, Crissman: Director review document will be given to board members before November and reviews will be due in **January**. Committee will meet with Director in February for review.
4. Community Relations-Willis, Bergland:  
Invitation extended to Board members, Library Staff and FOL to attend a Holiday Gathering in the home of the Berglands on **December 13, 2018 at 5:00 p.m.** Thank you!

Home Tour will be a fundraising event on **December 1, 2018 4-8:00 p.m.** Soup and desserts will be served, event will begin at the Wind + James then continue to the homes open for tour. Thanks to all who are participating and if interested in taking part in greeting and various other ways to serve, contact Kelly Bergland.

Christmas Village Walk will include cookie decorating at the Library facilitated by local Girl Scouts.

South County News will include interviews and information regarding the Home Tour and Village Christmas Walk.

5. Technology-McGehee, Harrell: No meeting

**DIRECTOR'S REPORT:** Director VanRavenswaay highlighted from the Director's Report the Halloween program on October 23, 2018 was well attended and joyfully received by children and adults, Mango Languages is being set-up for all members of the Woodlands Library Cooperative. Patrons will have opportunity to learn over 70 languages within an online self-paced program. Groundskeeping is still being explored and Tom Wolhuis has been retained to do snowplowing for the library this winter. Professional Development opportunities for library staff are being explored in possible areas of First Aid and CPR through the cooperative. As a final mention—The event with "Donut Dolly" was very successful and enjoyed by all who attended.

**MEETING ADJOURNED:** TIME: 7:43 Motion to adjourn: Willis. Second: McGehee.

NEXT MEETING: November 14, 2018      Respectfully submitted by: C. Harrell