

## Schoolcraft Community Library Board

### Minutes of Board Meeting of November 16, 2016

- I MEETING:** Called to order at 7:01 PM by Swiat
- II ATTENDANCE:** Director VanRavenswaay, Bell, Crissman, Gammill, Haas, Harrell, Swiat, and Willis  
Absent: Bergland, Brooks
- III AGENDA:** Motion by Crissman, 2<sup>nd</sup> by Bell, for approval of the Agenda of November 16, 2016. Motion carried.
- IV MINUTES:** Motion to approve the minutes of October 26, 2016 by Harrell, 2<sup>nd</sup> by Haas. Motion carried.

**TREASURER'S REPORT:** Gammill presented the "Budget Status" report to the Board. Year to date expenses are at 73% of the projected budget, revenues are at 41%.

**APPROVAL OF BILLS (PAYABLES):** VanRavenswaay highlighted technology expense of \$329 for the digital screen replacement, an extra phone charge will be credited and \$62 is the cost to replace a cracked brick at the entrance. Revenues included a donation from the Lions Club, Friends of the Library and Appleknockers. The Village payments are at 90%

Motion for approval to pay bills made by Willis, 2<sup>nd</sup> by Bell. Motion carried.

**PUBLIC COMMENT:** None

#### **OLD BUSINESS:**

##### **1. Policy Review:**

*\*Smoking and Tobacco Products-* (Gammill, Swiat) No change

*\*Social Networking-* (Crissman, Willis) Add to end of 5<sup>th</sup> paragraph, "Comments and posts are public record." In last paragraph, before final sentence add, "SCL reserves the right to moderate, edit, delete or close any post or comment at any time."

*\*Record Retention* (Bell, Haas) No change

*\*Mary Jane Swartz History Room-* (Bergland, Harrell) No change

*Public Relations-* (Gammill, Swiat) No change

Motion by Harrell, 2<sup>nd</sup> by Haas, to accept reviewed Policies with requested additions.  
Motion carried.

##### **2. Strategic Plan Reviews**

Swiat asked each committee to share progress on goals. We will continue to review these goals quarterly.

##### **3. Bylaw amendment re: Remote Voting**

VanRavenswaay shared findings from the lawyer on the possibility of remote voting for

### **3. Bylaw amendment re: Remote Voting**

VanRavenswaay shared findings from the lawyer on the possibility of remote voting for trustees physically out of state, but attending the meeting electronically. Due to the fact that bill 4182 has not been signed by the governor; Gammill motioned, 2<sup>nd</sup> by Crissman to accept remote voting. Motion carried.

Willis will follow up on remote meeting options.

### **NEW BUSINESS:**

#### **1. Director Evaluations**

President Swiat distributed the Director Evaluation Form along with the Director's evaluation from 2015. Swiat reviewed the new form, **requested that Trustees sign at the bottom and return the evaluation to the envelope at the front desk before January 2017.**

#### **2. 2017 Village Meeting Schedule**

The meeting schedule has not been posted on the Village website. Willis will send out the meeting dates as soon as they are available.

### **COMMITTEE REPORTS**

- \* **Facilities** (Brooks, Crissman, Bergland)  
Goals are on track with nothing new to report.
  
- \* **Finance** (Bell, Gammill, Haas, Swiat)  
Gammill reported his findings on Thrivent and the Board decided to table their offer at this time. The committee will have a budget meeting on Tuesday, December 13<sup>th</sup> at 10:30.
  
- \* **Personnel** (Crissman, Haas, Swiat, Willis)  
Director Evaluations are due by January 2017
  
- \* **Community Relations** (Bell, Bergland, Brooks, Willis)  
Plans are underway for the Home Tour.
  
- \* **Technology** (Gammill, Harrell)  
The committee is exploring options to own or lease a new copier and ways to increase usage of the Kindles and E-books. Updating the website will be a 2017 project.

**DIRECTOR'S REPORT:** Director VanRavenswaay submitted her report to the Board highlighting 31 teams have signed up for the Battle of the Books, with a possibility of another team joining. Gary Monroe will be installing the new router on Thursday. The Orphan Train presentation was well received. Jim Dean will loan his Santa collection to the Library. VanRavenswaay continues to work on the State Aide Report.

Swiat motioned to adjourn at 7:55 PM, 2<sup>nd</sup> by Crissman. Motion carried.

Respectfully submitted by Nancy Haas

**NEXT MEETING:** Wednesday, January 22, 2017 at 7:00 PM