

Schoolcraft Community Library Board  
Minutes of the November 15, 2017 Board Meeting

- I Meeting: Called to order at 6:59 by Swiat
- II Attendance: Director VanRavenswaay, Swiat, Willis, Haas, McGehee, Gammill, Harrell, Bergland (remote).  
Absent: Crissman, Brooks
- III Agenda: Swiat asked that the Finance Committee Report, given by Ron Gammill, take place earlier in the agenda.  
Motion to approve agenda (including change in the agenda) by Haas, 2<sup>nd</sup> by McGehee.  
Motion approved.
- IV Minutes: Motion by Gammill, 2<sup>nd</sup> by Swiat, to approve the Minutes of October 25, 2017. Motion approved.

**Treasurer's Report:** Gammill reported with funds for October in excess of \$19,278.57, library funds are moving on the plus side. The Savings Account is slightly higher and the CD values are easily within compliance. Finances appear to be in good order.

**Approval of Bills (Payables):** VanRavenswaay noted that some of the payables were slightly higher with others slightly lower. Large payment to CDW for Audio Visual project in Crissman Community Room was funded by FOL donation. VanRavenswaay reported that small PPT reimbursement was received, library State Aid will be slightly higher and Penal fine contributions were received.

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

**Public Comment:** No public comment

**Old Business:**

1. Payroll 2018:

\*Review of the Finance Committee's recommendation to increase the 2018 payroll for all Library Staff, with the addition of Tom Long and highlighting that we will still be working under budget.

Motion for a 2% increase in salary for all library staff for 2018 payroll by Gammill, 2<sup>nd</sup> by McGehee. Motion approved.

\*Bonuses for Library Staff: Gammill reported two years ago \$2,000 was set aside for 2016 that allowed for staff bonuses. The same was done for 2017 and will include two new staff members.

Motion to continue to reward the library staff for a fine job done, bonuses not to exceed the funds set aside totaling \$2,000, by Gammill, 2<sup>nd</sup> by Swiat. Motion approved.

\*Review of discussion and recommendation of Swiat to the Finance Committee to set aside funds no less than 1% of library budget revenue each year to be placed in Savings Account. The Finance Committee is in favor of this recommendation.

Motion by Gammill that the Library Board, over the 2018 budget year, try to set aside no less than 1% of total revenue, to be placed in Savings Account, 2<sup>nd</sup> by Haas. Motion approved.

**New Business**

1. 2018 Village Meeting Schedule: A schedule/sign-up for 2018 Village Meetings was circulated to Board members. One library trustee will sign-up to attend one meeting per month. Willis will send an e-mail reminder to attending board member each month.
2. Christmas Walk: December 2, 2017. VanRavenswaay asked the Board for approval to extend library hours for two hours that day. Approval carried.
3. Employee Recognition for Years of Service: VanRavenswaay reported ideas to recognize library employees for their years of service. A document was shared highlighting ideas from other libraries and were discussed. Board members agreed that increments of years, rather than yearly, would be a good way to organize recognitions and book donations in honor of employees was suggested as well. VanRavenswaay will come back to the Board with suggestions at the January meeting.
4. Committee Year End Reports: Swiat noted that next year the reports should be submitted at the end of the Fiscal Year. Committee Year End Reports were submitted and highlights given:

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\*\*\* Facilities: VanRavenswaay noted that Bob Crissman is checking into parking lot resurfacing, carpeting for another wall in the Community Room is being explored, three snow removal bids are being taken and most things noted on Spring Walk-through have been done. Goals achieved: Walk-throughs and Emergency documents updated.

\*\*\*Finance: Report is reflected in Treasurer's Report and Old Business: Payroll 2018 agenda items.

\*\*\*Personnel: Willis reported that the committee is on target with all goals with the exception of the Succession Planning goal. This goal is to be their big target for 2018.

\*\*\*Community Relations: Report was given last month and there are no updates in that report.

\*\*\*Technology: McGehee noted that goals have been met with ongoing progress.

Another meeting will take place with G. Monroe present on November 30, 2017.

### **Committee Reports**

Due to Committee Year End Reports given, this segment was dismissed.

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

\*Chief Campbell's meeting with library staff went very well. Currently, the staff has conducted their own walk-around to determine safety areas, need to determine a code word to use among staff to denote a safety situation and conduct a lockdown practice with staff.

\*Logan will be resigning as groundskeeper. Library Board will send a card of appreciation for Logan to be given at a recognition of her work at the library.

\*Cookie and Punch reception at the library will be December 18, 2017.

\*29 teams are registered for Battle of the Books at this time.

Motion to adjourn meeting at 7:47 by Willis, 2<sup>nd</sup> by McGehee. Motion carried.

Respectfully submitted by C. Harrell  
Next Meeting: January 24, 2018, at 7p.m.