

LAKELAND LIBRARY COOPERATIVE
Board Meeting
Kent District Library Service Center (KU)
October 13, 2016
Official

MINUTES

Board Present: Shirley Bruursema, Diane Kooiker, Teresa Williams Krupar, John Martin, Kelly Richards, Molly Walker, Janice Williams

Board Absent: Marcia Warner, Lance Werner

Call to order The meeting was called to order at 9:37 a.m. by Vice-President Martin. The roll-call sign-up sheet was circulated.

Election of officers Motion by Williams to elect the slate of officers for FY2016-2017 as presented by the Nominating Committee. Seconded by Richards. Motion carried.

FY2016-2017 Board Officers:

President – Teresa Williams Krupar

Vice-President – John Martin

Treasurer – Diane Kooiker

Secretary – Kelly Richards

Martin handed the meeting over to new president Krupar. She thanked everyone for their confidence and noted that anyone with any questions at any time should feel free to contact her.

Agenda Motion by Kooiker to approve the agenda. Seconded by Williams. Motion carried.

Public Comment None

Minutes

-- *September 8, 2016 Minutes*

Motion by Martin to approve the minutes of the September 8, 2016 meeting.
Seconded by Walker. Motion carried.

Financial Report

-- *September Balance Sheet & Verbal report*

-- *August Investment Report*

Wilson gave a verbal summary of the financial activities. There were no questions.
The reports were received and filed.

Cooperative Director's Report

--*Written Report* There were no questions about the written report.

--*Delivery Truck Repairs FY15-16*

Terry Cross presented information. There were no questions about the report.

Committee Reports

--*Finance Committee:* None

--*Personnel Committee:* The minutes of the September 19, 2016 were included in the packet.

--*PPS Committee:* None

--*Advisory Council:* The minutes of the September 8, 2016 meeting included in the packet.

--*ILS Council:*

Unfinished Business

Proposed Strategic Plan

Motion by Bruursema to approve the Strategic Plan as presented. Seconded by Richards.
Motion carried.

3-Day Delivery Update and Decisions

Motion by Kooiker to look at creating an uneven delivery schedule without Saturday.
Seconded by Martin. Motion carried.

Wilson reported on the recruitment issues Lakeland has experienced for two months. Most applicants indicate they want FT and not to work Saturdays. Two people have been offered the 20 hour Sorter/Driver. One turned it down and one did not pass the MDOT physical. Wilson noted that the Employee Handbook gives her the authority to go to the top of the wage scale for positions. Emergency recommendation to consider changing the two PT Sorter/Driver positions to a FT position and see if we get more interest from potential candidates. The Board said to bring that back to the November meeting when they have more time to review the document distributed at the meeting.

Truck Replacement Options

Terry Cross reviewed three options for truck replacement which were included in the packet: outsource delivery or purchase or full-service lease. Kooiker noted that with the current recruitment problems and potential change in staffing costs, delivery costs could easily reach the estimated costs for outsourcing delivery.

Motion by Bruursema to issue an RFP to outsource delivery with a report back at the November meeting. Seconded by Martin. Motion carried.

New Business

Committee Appointments FY2016-2017

Krupar made the following committee appointments:

Personnel Committee: Krupar, Chair; Richards, Bruusema, Williams

Finance Committee: Kooiker, Chair, Martin, Walker

PPS Committee Chair: Walker

Cooperative Director's Goals FY2016-2017- From Personnel Committee

Motion by Bruursema to approve the Cooperative Director's Goals for FY2016-2017.

Seconded by Williams. Motion carried.

Bank Signature New Requirements FY2016-2017

Wilson reported that one of the banks now requires Social Security numbers or drivers license numbers for account signatories. No action needed, Board members reported that several of the banks they use have the same requirements.

Designation of Fund Depositories

Motion by Kooiker to approve the Fund Depositories as presented removing the FY2016-2017 designation. Seconded by Martin.

Wilson will investigate the current practice of designating fund depositories each fiscal year but rather to approve an ongoing list that could be amended as needed with the auditor.

Designation of Authorized Signatures

Motion by Martin to approve the Designation of Authorized Signatures as presented for Fiscal Year 2016-2017. Seconded by Kooiker. Motion carried.

Bank Resolutions/Signers

1) *Chemical Bank*

Motion by Kooiker to approve the Business Deposit Account Resolution for Chemical Bank. Seconded by Richards. Motion carried.

2) *Flagstar Bank*

Motion by Williams to approve the Public Unit Master Signature Authorization Agreement for Flagstar Bank. Seconded by Walker. Motion carried.

3) *Independent Bank*

Motion by Kooiker to approve the Resolution of Corporations, Partnerships & LLC's with the correction to Profit/Nonprofit designation for Independent Bank. Seconded by Martin. Motion carried.

4) *Macatawa Bank*

Motion by Bruursema to approve the Business Entity Deposit Account Resolution for Macatawa Bank. Seconded by Kooiker. Motion carried.

5) *Mercantile Bank*

Motion by Williams to approve the Public Entity Resolution for Mercantile Bank. Seconded by Richards. Motion carried.

Designation for Auditor for FY2015-2016 Audit

Motion by Martin to designate Joe Verlin, Gabridge & Co. as the independent auditor for the Cooperative's financial statements for the Fiscal year ended September 30, 2016. Seconded by Richards. Motion carried.

Continuing Education Committee Previous Year Excess Plan for FY15-16 – From Advisory Council and Finance Committee

Motion by Williams to approve the Continuing Education Previous Year Excess Plan as presented. Seconded by Walker. Motion carried

LSTA Grant Discussion

Laura Powers presented her idea for Maker Space kits, staffing, and portable transport unit for the upcoming round of LSTA discretionary grants. Powers will work with the membership to write the proposal. Members interested in working with her on the proposal were encouraged to sign up and watch the upcoming webinar on October 19.

Motion by Martin to direct Wilson to file the Intent to File Form for the LSTA discretionary grant program. Seconded by Kooiker. Motion carried.

Public Comment

Dale Parus referred the board and staff to the Suburban Library Cooperative which has outsourced their delivery.

Board Comments

Shirley Bruursema announced that the Alliance of Trustees workshop will be held tomorrow, October 14 in Kalamazoo. They have the largest number of registrants for this training compared to all previous sessions.

Adjournment

The meeting was adjourned at 11:00 a.m.

The next meeting will be held on Thursday, November 10, 2016 at 9:30 a.m. at the Kent District Library Service Center. The Advisory Council will meet following that meeting.

Minutes submitted by,
Sheryl VanderWagen
ILS Manager