

LAKELAND LIBRARY COOPERATIVE
Board Meeting
Kent District Library Service Center (KU)
March 9, 2017
Official

MINUTES

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

Call to order The meeting was called to order at 9:31 a.m. by President Krupar. The roll-call sign-up sheet was circulated.

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

Questions From Members with Board President/Cooperative Director Answers

The Continuing Education Committee has submitted a question about use of social media for their committee. This has been referred to the Lakeland Planning, Policy and Services Committee for consideration at their April meeting.

Public Comment No public comment.

Minutes

-- *February 9, 2017 Minutes*

Motion by Warner to approve the minutes of the February 9, 2017 meeting.
Seconded by Kooiker. Motion carried.

Financial Report

-- *February Balance Sheet & Verbal report*

-- *January 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.

--*Strategic Plan Action Report*

None

Committee Reports

--*Finance Committee*: Minutes of the February 21, 2017 meeting were included in the packet.

--*Personnel Committee*: None

--*PPS Committee*: None

--*Advisory Council*: None

--*ILS Council*: Minutes of the February 9, 2017 meeting were included in the packet.

Unfinished Business None

New Business

FY16-17 Budget Amendment #1 and Fund Balance Amendment #1

Motion by Bruursema to approve Budget Amendment #1 and Fund Balance Amendment #1 as presented. Seconded by Richards. Motion carried.

This was to transfer \$73,746 from the Delivery Fund Balance into the Delivery Capital Outlay account to cover the cost of the purchase of the new trucks.

FY17-18 Finance Committee Recommendations

Motion by Warner to approve the recommendations from the Finance Committee as presented. Seconded by Kooiker. Motion carried.

Recommendation to subtract the continuing education amount of \$84,000 from total state aid of \$423,117 and to divide the remaining amount (\$339,117) in half for administration and delivery. These amounts are pending since actual state aid budget figures for FY17-18 will not be known until June 2017.

Recommendation to include \$5,131 (\$2,631 for costs of asphalt seal coat and \$2,500 for virtual server replacement) in the FY2017-2018 Draft #1 Operating Budget and recommendation to include the following expenses using Fund Balance in the event the expenses actually occur:

<u>Item</u>	<u>Cost</u>
Truck Rodent Damage	\$2,000
Roof Snow Removal	2,000
IT Temp Backup	<u>4,400</u>
Total	\$8,400

Board Development

Kooiker reviewed Herrick District Library's 3-year budget plan and how it works for advance planning for irregular expenses. She presented copies of Herrick's plan to use as an example. This helps them to see how fund balances are used over the course of time and gives them a tool to plan for known capital expenses in the future. She gave an example of their plan to use two years of fund balances in 2020 for IT equipment replacement. They also are projecting a plan to use fund balance monies in the future to save for an expansion at their North Branch. They use the

budget projections published by Ottawa County to estimate revenues. She noted that it gives their constituents answers to the question of what they plan to do with local tax revenues. They also have an endowment fund which is not included in this budget plan. Herrick defines Capital Outlay to be large expenses over \$5,000.

Ray Arnett will discuss Knight Foundations New Challenges on Libraries at the April meeting.

Public Comment

Pamela Myers asked for recommendations on employment resources for job postings. University job boards and Indeed.com were suggested. Anyone using other sources with success was asked to let her know what those sources are. She thanked everyone in advance.

Board Comments

Shirley Bruursema reminded everyone that reservations for the Trustee Alliance Training in Bloomfield Township close on Friday, March 10. The session will be repeated on Friday, October 13 at KDL for those who cannot attend the March session. She encouraged libraries to send staff and board members to ALA Legislative Day in Washington DC on May 1-2, 2017. She will be attending as a representative of Kent District Library.

Adjournment

The meeting was adjourned at 9:49 a.m.

The next meeting will be held on Thursday, April 13, 2017 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,
Sheryl VanderWagen
ILS Manager