

LAKELAND LIBRARY COOPERATIVE
Board Meeting
Kent District Library Service Center (KU)
May 11, 2017
Official

MINUTES

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

Board Absent: Kelly Richards, Marcia Warner

Call to order The meeting was called to order at 9:33 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

Question submitted by Laura Powers regarding an Action item on the Strategic Plan. Question and response are included in the packet.

Public Comment No public comment.

Minutes

-- *April 13, 2017 Minutes*

Motion by Walker to approve the minutes of the April 13, 2017 meeting. Seconded by Werner. Motion carried.

Financial Report

-- *April Balance Sheet & Verbal report*

-- *March 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*

Wilson provided an update to the Strategic Plan Action report. This was sent out in the agenda packet.

Committee Reports

-- *Finance Committee:* Minutes of the April 19, 2017 meeting were included in the packet.

-- *Personnel Committee:* None

--*PPS Committee*: Minutes of the April 20, 2017 meeting were included in the packet.

--*Advisory Council*: None

--*ILS Council*: None

Unfinished Business

Plan of Service Modifications

Motion by Martin to approve the Resolution to Forward Revisions to the Plan of Service to the Library of Michigan as amended. Seconded by Werner. Roll call vote was taken and passed by unanimous vote.

Amendments as follows:

Whereas the Lakeland Library Cooperative Plan of Service revisions were on file by the Library of Michigan as of April 15, 2015; and
and

Now, therefore be it resolved by the Lakeland Library Cooperative Board to forward the revised Plan of Service to the Library of Michigan for approval.

New Business

Proposed Bylaws Amendments on Election of Group C Board Representative

Motion by Werner to approve the recommended changes to the Lakeland Library Cooperative Bylaws Section IV-2 Cooperative Board and Section VI-2 Committees pending the approval of the Plan of Service by the Library of Michigan. Seconded by Bruursema. Motion carried.

FY17-18 Board Meeting Schedule

Motion by Walker to approve the FY2017-2018 Board meeting schedule as presented. Seconded by Bruursema. Motion carried.

Delivery Staff Wages

Motion by Werner to approve a wage increase effective immediately for the Driver and Sorter/Driver positions with the Driver starting at \$15.00 per hour and Sorter/Driver starting at \$13.39 with the 3% step increases for steps B-E. Seconded by Martin. Motion carried.

Martin asked how this change would impact the balance compared to other Cooperative salaries and when an overall wage study was last conducted. Wilson responded that the last wage study was conducted in 2008. The Board members indicated that they were interested in having a new study.

FY2017-2018 Budget Recommendations – From Finance Committee

1) *Menu Services Formulas*

Motion by Kooiker to approve the FY2017-2018 Menu Services Formulas as presented. Seconded by Werner. Motion carried.

2) *MERS New Assumption Changes Payment*

Motion by Werner to approve the One-Year Payment (Full Impact) to MERS in FY2017-

2018 as recommended by the Finance Committee. Seconded by Kooiker. Motion carried.

3) *Fund Balance Year End Unspent Cataloging Revenue from Previous Two's Year's Credit to FY17-18 Budget*

Motion by Werner to approve the Finance Committee proposal to proportionately credit libraries for their contributions to the Cataloging Department which were unspent in FY2014-2015 and FY2015-2016 in the FY2017-2018 Budget. Seconded by Martin. Motion carried.

Clarification was made that the amount to be credited to each library will be divided between its quarterly bills for FY2017-2018.

Wilson and Cross will check the amounts to be credited to each library compared to the annual cost for each library and bring back a proposal to address the situation where the credited amount is larger than the annual cost if such a situation exists.

Proposed Administration Policies Revisions – From PPS Committee

1) *AD2.4 Bids Amount Changes*

Motion by Werner to approve the recommended change for bid amounts in AD2.4.1 and AD2.4.2 from \$1000 to \$5000 and to eliminate section AD2.4.5 Periodic Quotations. Seconded by Martin. Motion carried.

2) *AD3.1 Fixed Assets Amount Change*

Motion by Werner to change the Fixed Assets value to \$5,000 as recommended by the committee. Seconded by Walker. Motion carried.

3) *AD6 External and Internal Financial Controls, AD6.1 Approval and Oversight Functions, 6.1.7 Youth Services and Continuing Education Committee Funds Change Maximum Base Amount and Make Line Item in Operating Budget*

This was the first reading of the proposed changes. There was discussion on the proposed amount and the Board expressed their desire to hold the vote on this policy change until its second reading.

4) *AD6 External and Internal Financial Controls AD6.3.3 Fund Balance Definitions*

Motion by Martin to approve the recommended change from Unspendable to Nonspendable in AD6.3.3 and to set the Cataloging Fund Balance definition to reflect the ongoing credit back to the libraries from the previous fiscal year. Seconded by Werner. Motion carried.

Board Development

Laura Ortiz gave a report on the Hasting Public Library's participation in the MCLS Sister Library program. The program matched Michigan libraries and Indiana libraries that were similar in size and community in order to encourage staff interaction and sharing of ideas. Hastings was partnered with Monticello-Union Township Library in Monticello IN. They are just beginning their relationship.

They are planning some joint programming, meeting via Skype and also planning visits. There are about 10 libraries that were partnered. If you have questions about the program contact her.

The Board Development Topic at the June 2017 meeting will be presented by Shelley Williams, White Lake Community Library. She will talk about their Senior Kit collection.

Public Comment

Pamela Myers thanked the Board for their action on the Cataloging Fund balance in this meeting.

Dale Parus commented on the earlier discussion of the recommendation to increase the Continuing Education and Youth Service fund maximum from \$3,000 to \$10,000. Parus stated that as long as there is no violation of the law or of GASB standards, the Board should do whatever they deem appropriate.

Hope Nobel commented on the earlier discussion of the recommendation to increase the Continuing Education and Youth Service fund maximum from \$3,000 to \$10,000 was a big jump. Also she would rather have that money for the local libraries to have to spend not being saved.

Melissa Huisman reminded everyone that there is another Launchpad order opportunity with a 15% discount on orders for libraries whose fiscal years begin on July 1. There is also a new opportunity for orders for the new Backpack product which consists of a Playaway and a book in a bag or a case. A \$3500 combined LLC member order will get you a 25% discount on these items.

Board Comments

Molly Walker reported that Henika District Library has received a StoryWalk grant.

Shirley Bruursema noted that the Rural Library conference in 2018 has been moved to Traverse City. She reported on ALA Legislative Day in Washington DC. There were 35 people from Michigan. She reported that positions on library funding are divided along party lines. She asked us to continue to contact our legislators in Washington DC and ask them to support IMLS/LSTA funding. ALA is in Chicago June 22-27, 2017. She encouraged everyone to attend including sending their trustees.

John Martin reported that he had attended the opening of the Edward S. Curtis: The North American Indian exhibit at the Muskegon Museum of Art. He encouraged everyone to take a trip to Muskegon to view this exhibit. The exhibit will be on display until September 10, 2017.

Adjournment

The meeting was adjourned at 10:33 a.m.

The next meeting will be held on Thursday, June 8, 2017 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,
Sheryl VanderWagen
ILS Manager