

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center (KU)

August 10, 2017

Official

MINUTES

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

Board Absent: Marcia Warner

Call to order The meeting was called to order at 9:34 a.m. by President Kline. The roll-call sign-up sheet was circulated.

Agenda Motion by Walker to approve the revised agenda. Seconded by Williams. Motion carried.

Adding C. Future of the LLC Shared ILS Consultant Proposal to Director's report and 10 A. 2. Article II Section III-3 meetings to proposed Bylaws changes.

Questions From Members with Board President/Cooperative Director Answers

There were no questions submitted before the meeting.

Public Comment No public comment.

Minutes

-- *July 13, 2017 Minutes*

Motion by Walker to approve the minutes of the July 13, 2017 meeting. Seconded by Williams. Motion carried.

Financial Report

-- *July Balance Sheet & Verbal report*

-- *June Investment Report*

Wilson gave a verbal summary of the financial activities. Bruursema asked if the funds reported on the investment report were reinvested. Wilson stated that they were. 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 reviewed the summary of the activities year-to-date which were included in the packet.

--Future of the LLC Shared ILS Consultant Proposals

Proposals are due August 11, 2017. Wilson asked for instructions from the Board regarding review of the submitted proposals. The Board consensus was that the ILS Council should review them and make a recommendation to the Board.

Committee Reports

--Finance Committee: Minutes of the July 11, 2017 meeting were included in the packet.

--Personnel Committee: Minutes of the July 24, 2017 were included in the packet.

--PPS Committee: None

--Advisory Council: Minutes of the July 13, 2017 meeting were included in the packet.

--ILS Council: None

Unfinished Business

Proposed Circulation Policy Revision – From ILS Council

Motion by Kooiker to approve the proposed Circulation Policy changes as presented and recommended by the ILS Council. Seconded by Williams. Motion carried.

Measure Speed of Decision Making for Revisions to Board Policies, Plan of Service and Bylaws

Document was provided to the Board for information.

New Business

Proposed Bylaws Changes – Recommendation from ILS Council and Advisory Council

1) *Article III-1 Members – ILS Council Member Representative*

Motion by Richards to approve the changes as presented and recommended by the ILS Council and the Advisory Council. Seconded by Kooiker. Motion carried.

2) *Article III-3 Meetings*

Motion by Williams to approve the changes as presented and recommended by the ILS Council and the Advisory Council. Seconded by Richards. Motion carried.

FY17-18 Budget for New Cooperative Director – From Finance and Personnel Committees

Summary of budget recommendations from the Finance Committee

1. Set new Director salary budget at \$90,000
2. Set new Director Health and Dental Insurance budget at the Family level (\$22,936)
3. Set Retirement Plan budget at the defined contribution level (\$6,324)

Actual amounts will be determined during the negotiation process.

Motion by Bruursema to approve the new Director salary and benefits budgeted amounts as recommended by the Finance and Personnel committees. Seconded by Martin. Motion carried.

New Cooperative Director Related Issues – From Personnel Committee

1) *Search Committee for New Cooperative Director*

Motion by Martin to approve the recommendation for the FY16-17 Personnel Committee to continue as the Cooperative Director Search Committee after September 30, 2017.

Seconded by Bruursema. Motion carried.

2) *Fund Balance Use for New Cooperative Director Search*

Motion by Richards to use the Fund Balance to cover costs for the new Director search. Seconded by Walker. Motion carried.

The expected costs include search services by Miller Bradbury Associates (\$20,000), up to \$10,000 moving expenses for the chosen candidate and candidate travel, lodging and expenses to be determined.

3) *Interim Cooperative Director Proposed Terms of Engagement*

Motion by Bruursema to approve the Proposed Terms of Engagement with Sandra Wilson. Seconded by Richards. Motion carried.

FY17-18 Budget Recommendations – From Finance Committee

1) *State Aid Added Allocation*

Motion by Werner to allocate 100% of the estimated \$42,757 in additional state aid to the Administration budget. Seconded by Walker. Motion carried.

As of this meeting the Library of Michigan has not released the official state aid amount to be distributed in FY17-18. The estimate is 0.36.

2) *CE Budget*

Motion by Kooiker to place \$64,000 in the Administration Continuing Education budget to be distributed equally to all member libraries and to place an additional \$20,000 in the Administration Continuing Education budget for youth services and adult continuing education activities pending the adoption of a line item budget submitted by the Continuing Education Committee to the Finance Committee and Board. Seconded by Werner. Motion carried.

FY17-18 Fund Balance – From Finance Committee

Motion by Werner to adopt the package of Fund Balance recommendations from the Finance Committee as presented with the FY17-18 MERS Liability of \$111,215 to be paid out of the Assigned Fund Balance, eliminating the Committed Retirement Benefits Fund in FY17-18 and moving the money in the fund to the Assigned Fund Balance. Seconded by Martin. Motion carried.

The approvals included the following:

- Changes to the Administration Policies, AD6.3 Fund Balance Policy
- Capital Improvement Plan for Committed Fund Balances proposal
- Annual Committed/Assigned/Unassigned Fund Balances proposal
- Unassigned Fund Balance & Operating Budget proposal
- Capital Improvement and Non-Capital Fund Balance proposal

Board Officer Nominating Committee Caucus

The Board Officer Nominating Committee will be Hope Nobel, Advisory Council chair; Molly Walker (Group A,B,C); and Shirley Bruursema (Group D,E).

Board Development

Pam Osborne from the White Lake Community Library gave a presentation on their new Senior Vitality Kits which circulate to their patrons. The kits are specifically targeted to seniors with themes such as hearing support, low vision support, memory kits, caregivers kits, cancer and other medical conditions and related topics. They have 12 kits in circulation. Pam brought 3 of them with her for members to examine. They received a \$1000 local grant along with money given by the Friends of the Library and money in their budget to purchase the materials for the kits. They also partnered with local agencies for free items to be placed in the kits. The kits circulate for one week and are attached to the WHI Backpacks title record in Sierra. They do not send them out in delivery. Each item record contains an inventory of the items contained in that kit and their value. Each kit contains books, DVD's and other objects/materials related to its theme. There is a listing of the contents with each bag. Kits are checked for contents by staff when they are returned before they are checked in. They also include a questionnaire with each kit as it circulates which has a place for suggestions for future kits. They have received many suggestions for new kits including themes related to Diabetes, Fibromyalgia and other senior topics. They have had a very good response from the community. The kits have been promoted locally in nursing homes and other facilities and word is now spreading to local churches about their availability. They plan to add additional kits as time and funds permit.

September Board Development will be presented by someone from KDL relating to one of their new activities.

Public Comment None

Board Comments Shirley Bruursema reported on the status of the new Trustee Manual which is nearing completion and will be released soon. She reminded everyone to save the date for the next Trustee Alliance workshop to be held in Grand Rapids at the Kent District Library Service Center on October 13, 2017. Registration will be open soon for that event. She reported that White Cloud lost their millage request by a very narrow margin in the recent election. They plan to return next year with another proposal.

Teresa Kline announced that today's meeting was Sandra Wilson's last official meeting as Lakeland director. She thanked Sandra for her years of service to Lakeland and presented her with a gift from the member library directors. She also announced that Lakeland is planning an open house for Sandra on Wednesday, August 30, 2017 from 4:00 – 6:00 at the Lakeland offices. Everyone is invited. Invitations have gone out in the delivery system.

Adjournment The meeting was adjourned at 10:28 a.m.

The next meeting will be held on Thursday, September 14, 2017 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,
Sheryl VanderWagen, LLC ILS Manager