

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center (KU)

September 14, 2017

Official

MINUTES

Board Present: Diane Kooiker, Teresa Kline, Molly Walker, Lance Werner, Marcia Warner, Janice Williams

Board Absent: Shirley Bruursema, John Martin, Kelly Richards

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

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

Questions From Members with Board President/Cooperative Director Answers

There were no questions submitted before the meeting.

Public Comment No public comment.

Minutes

-- *August 10, 2017 Minutes*

Motion by Williams to approve the minutes of the August 10, 2017 meeting.
Seconded by Werner. Motion carried.

Financial Report

-- *August Balance Sheet & Verbal report*

-- *July Investment Report*

Wilson gave a verbal summary of the financial activities. The reports were received and filed.

Cooperative Director's Report

-- *Written Report* There were no questions about the written report. Wilson passed around the sign-up sheet for Board refreshments for the next fiscal year.

-- *Strategic Plan Action Report*

No report

Committee Reports

-- *Finance Committee:* Minutes of the August 23, 2017 meeting were included in the packet. Wilson expressed her appreciation for the work of the committee this past year.

-- *Personnel Committee:* None

--PPS Committee: None

--Advisory Council: None

--ILS Council: Minutes of the August 10, 2017 and August 22, 2017 minutes were included in the packet.

Unfinished Business

Proposed Administration Policy Revision AD6 External and Internal Financial Controls, AD6.1 Approval and Oversight Functions, 6.1.7 Youth Services and Continuing Education Committee Funds – From PPS and Finance Committees

- 1) *Change Maximum Base Amount and Make Line Item in Operating Budget – From PPS*
This was the second reading on this policy change. Motion by Walker to table the second reading of this policy as recommended by the Finance Committee. Seconded by Williams. Motion carried.
- 2) *Replacement Change Delete AD 6.1.7*
Motion by Werner to approve deleting AD 6.1.7 from the Administrative Policy as recommended by the Finance Committee. Seconded by Kooiker. Motion carried.

In FY2017-2018 Continuing Education and Youth Services funds have been placed into the general fund budget as regular line items.

New Business

Proposed Budget Transfers/Amendment #2 & #3 – Annual Budget Reconciliation for Fiscal Year End

Motion by Warner to approve the proposed budget transfers for the annual budget reconciliation for fiscal year end as presented. Seconded by Werner. Motion carried.

Proposed Budget FY2017-2018

Summary of budget recommendations and the budget narrative were presented by Terry Cross.

1. Cost to Libraries Comparison
2. Budget Expense Percentage Summary
3. Income and Expenditures Summary
4. Budget Narrative
5. Cost Per Library Narrative (one correction is needed in regards to the Cataloging Credit)

Motion by Warner to approve the FY2017-2018 budget as recommended from the Advisory Council with the cataloging credit correction. Seconded by Werner. Motion carried.

Board Development

Lance Werner introduced Jared Olsen and Brian Mortimore from the KDL staff to talk about consulting services being offered to libraries by KDL in the areas of IT and HR Consulting.

Jared noted that KDL offers a variety of IT services related to printing, public PC's, networking and security. They will also assist with e-rate consulting. A list of IT services

offered was handed out to those in attendance. Jared also noted that they are facilitating a Mastermind group of library IT specialists. He encouraged libraries with IT specialists on staff to become a part of that group. Contact KDL IT department.

In the area of Human Resources Brian noted that KDL also offers a variety of services including director searches. They have three director searches in process currently. He gave an update on the staff assessment tool which they have developed. They have a variety of libraries that have signed on who are testing it. They will let us know when the test phase has been completed and when it will be released.

Werner noted that KDL will have a booth at the MLA Conference to talk with attendees about these services.

Teresa Kline will talk about the MLA Mentoring program at the October meeting.
Hope Nobel will discuss establishing a volunteer program at the November meeting.

Public Comment None

Board Comments Janice Williams commented that this was her last meeting that she has enjoyed her time on the board the last two years.

Diane Kooiker announced that Herrick District Library has recently launched a mobile print service that works with your library card and PIN number. Print jobs must be picked up within 24 hours in person at the library.

Teresa Kline reminded everyone that the next meeting will be held at the Thousand Oaks Golf Club and that the annual luncheon will follow the ILS Council meeting. If you have not yet registered for the luncheon you have through October 2, 2017 to register.

Adjournment The meeting was adjourned at 10:02 a.m.

The next meeting will be held on Thursday, October 12, 2017 at 9:30 a.m. at the Thousand Oaks Golf Club.

Minutes submitted by,

Sheryl VanderWagen
ILS Manager