

**LAKELAND LIBRARY COOPERATIVE**

**Board Meeting**

**Thousand Oaks Golf Club**

**October 12, 2017**

*Official*

**MINUTES**

**Board Present:** Shirley Bruursema, Sharon Engelsman, Martha Ferriby, Diane Kooiker, Teresa Kline, Kelly Richards, Molly Walker

**Board Absent:** Lance Werner, Marcia Warner

**Call to order** The meeting was called to order at 9:40 a.m. by President Kline. The roll-call sign-up sheet was circulated.

**Agenda** Motion by Walker to approve the agenda. Seconded by Kooiker. Motion carried.

**Election of Officers** Motion by Bruursema to elect the Slate of Board Officers for FY2017-2018 as presented from the Nominating Committee. Seconded by Engelsman. Motion carried.

FY2017-2018 Board Officers are as follows:

President: Teresa Kline

Vice-President: Lance Werner

Treasurer: Molly Walker

Secretary: Kelly Richards

**Questions From Members with Board President/Cooperative Director Answers**

There were no questions submitted before the meeting.

**Public Comment** Claire Sheridan introduced the new Assistant Director at Spring Lake District Library, Melissa DeWild. Barbe Anderson will be retiring in December.

**Minutes**

-- *September 14, 2017 Minutes*

Motion by Walker to approve the minutes of the September 14, 2017 meeting. Seconded by Richards. Motion carried.

**Financial Report**

-- *September Balance Sheet & Verbal report*

-- *August 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.

--*Strategic Plan Action Report*  
No report

### **Committee Reports**

--*Finance Committee*: None

--*Personnel Committee*: None

--*PPS Committee*: None

--*Advisory Council*: The minutes of September 14, 2017 meeting were included in the packet.

--*ILS Council*: None

### **Unfinished Business**

#### **New Business**

##### *Board Committee Appointments*

Kline gave the committee appointments for FY2017-2018

Personnel: Teresa Kline (Chair), Shirley Bruursema, Kelly Richards, Sharon Engelsman  
Finance: Molly Walker (Chair), Lance Werner, Diane Kooiker, Teresa Kline (Ex-Officio)  
PPS Chair: Diane Kooiker

Motion by Richards to suspend the bylaws which require voting representatives from groups D/E and A/B/C on the Finance Committee for FY2017-2018 and to appoint another D/E member, Diane Kooiker to the committee. Seconded by Bruursema. Motion carried.

##### *Designation of Fund Depositories*

Motion by Richards to approve the Designation of Fund Depositories for Fiscal Year 2017-2018 as presented. Seconded by Walker. Motion carried.

##### *Designation of Authorized Signatures*

Motion by Richards to approve the Designation of Authorized Signatures for FY2017-2018 as presented. Seconded by Engelsman. Motion carried.

##### *Bank Resolutions/Signers*

###### 1) *Chemical Bank*

Motion by Bruursema to approve the Business Deposit Account Resolution for Chemical Bank. Seconded by Ferriby. Motion carried.

###### 2) *Flagstar Bank*

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

###### 3) *Independent Bank*

Motion by Richards to approve the Resolution of Corporations, Partnerships & LLC's for Independent Bank. Seconded by Walker. Motion carried.

4) *Macatawa Bank*

Motion by Kooiker to approve the Business Entity Resolution for Macatawa Bank.  
Seconded by Richards. Motion carried.

5) *Mercantile Bank*

Motion by Engelsman to approve the Public Entity Resolution for Mercantile Bank.  
Seconded by Kooiker. Motion carried.

*Designation of Auditor for FY2016-2017*

Motion by Richards to designate Joe Verlin, Gabridge & Co. as the independent auditor for the Cooperative's financial statements for Fiscal Year ended September 30, 2017.  
Seconded by Walker. Motion carried.

It was noted that this is the third year of the current audit agreement and that Verlin has been our auditor for the last six years. Lakeland will issue an RFP in spring 2018 for the next three year period.

**Board Development**

Teresa Kline discussed the MLA Mentoring program and encouraged library directors to sign up to be mentors. The program has been very successful the last two years and there have been waiting lists for mentors. Teresa reported on her experience mentoring a new director the last couple of years. They had phone calls a couple of times a week. She brought Shirley Bruursema to a meeting with her on one occasion and couple of retired library directors on another occasion. They attended some workshops and MLA together. She encouraged Lakeland library directors to get involved. The applications for both mentors and mentees are available on the MLA website.

Hope Nobel will discuss establishing a volunteer program at the November meeting.

**Public Comment**     None

**Board Comments**     Shirley Bruursema reported that the Alliance of Trustees training will be held tomorrow, Friday October 13 at the Kent District Library Service Center. Registrations are down from previous years. Larry Neal is the speaker. Next year Josie Parker will return.

Teresa Kline thanked everyone on the Board for volunteering to serve on the Board committees in the coming year.

**Adjournment**     The meeting was adjourned at 9:59 a.m.

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

Minutes submitted by,

*Sheryl VanderWagen, ILS Manager*