

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center

November 9, 2017

Official

MINUTES

Board Present: Shirley Bruursema, Sharon Engelsman, Martha Ferriby, Teresa Kline, Kelly Richards, Molly Walker, Marcia Warner

Board Absent: Diane Kooiker, Lance Werner

Call to order The meeting was called to order at 9:30 a.m. by President Kline. The roll-call sign-up sheet was circulated.

Agenda Motion by Warner to approve the agenda. Seconded by Engelsman. Motion carried.

Questions From Members with Board President/Cooperative Director Answers

There were no questions submitted before the meeting.

Public Comment None

Minutes

-- *October 12, 2017 Minutes*

Motion by Engelsman to approve the minutes of the October 12, 2017 meeting. Seconded by Ferriby. Motion carried.

Financial Report

-- *September FY16-17 Final Balance Sheet & Verbal report*

-- *October Balance Sheet*

-- *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. Wilson reported that the annual Cooperative State Aid report was completed on November 8. She also noted that Richard Schneider has been appointed as Interim Director at the Fremont Area District Library.

-- *October Annual Delivery Bag/Bin Count*

The report was included in the packet. Cross discussed the highlights in the report.

-- *Strategic Plan Action Report*

No report

Committee Reports

--*Finance Committee*: None

--*Personnel Committee*: None

--*PPS Committee*: None

--*Advisory Council*: None

--*ILS Council*: The minutes of the October 12, 2017 meeting were included in the packet.

--*Cooperative Director Search Committee*

Kline gave a verbal report for the Search Committee. There were 22 applicants for the position. The Committee met on Monday, November 6, 2017 to review the applications and the recommendations from Bradbury Miller. The following applicants were selected for the Skype interviews as semi-finalists. Listed alphabetically:

Nina Biddle-Collection Services Manager, Sacramento Public Library, California

Carol Dawe-Executive Director, Library Integrated Network Consortium, St Charles, Illinois

Garrett Hungerford, Library Director, Redford Township Library, Redford, MI

Steven Kenworthy, Systems Administrator/Head of Technical Services, Longmont Public Library, Longmont Colorado

John McNaughton, Library Director, Romeo District Library, Romeo, Michigan

Holly Mercer, Director, Lynnefield Public Library in Lynnefield Mass.

Eric Smith, Director Mason County District Library Luddington, Michigan

Sheryl VanderWagen, ILS Manager at Lakeland

Semi-finalist interviews will be held on Monday and Tuesday, November 13 and 14 via Skype. The Search Committee will meet at the KDL Service Center on those dates for those interviews as scheduled below:

Nov. 13:

1:00pm	Personnel Committee Convenes
1:30pm	Interview 1-Hungerford
2:05pm	Interview 2-Mercer
2:40pm	Interview 3-Kenworthy
10 min. break	
3:20pm	Interview 4-Biddle
3:55pm	Interview 5-Smith

Nov. 14

1:00pm	Personnel Committee Convenes
1:15pm	Interview 6-VanderWagen
1:50pm	Interview 7-McNaughton
2:25pm	Interview 8-Dawe
3:00pm	Discussion/Selection of Finalists

Finalist interviews will be held on Tuesday, November 28, 2017 in the afternoon at the KDL Service Center.

Unfinished Business

FY17-18 Fund Balance Transfer #1

Motion by Bruursema to approve the Finance Committee recommendation to pay the FY17-18 MERS Liability in the amount of \$111,215 out of the Assigned Fund Balance, eliminating the Committed Fund Balance. Seconded by Walker. Motion carried.

FY17-18 Budget Amendment #1

Motion by Walker to transfer the FY17-18 MERS Liability in the amount of \$111,215 from the Assigned Fund Balance to the FY17-18 Operating Budget and to pay that amount to MERS. Seconded by Richards. Motion carried.

New Business

2018 Priority Health Insurance

Motion by Warner to approve the 2018 Priority Health Insurance policy renewal as presented. Seconded by Engelsman. Motion carried.

Proposed Consultant for Developing a Strategy for Future ILS Needs – From ILS Council

Motion by Warner to approve the ILS Council recommendation to contract with Amanda E. Sanderfer Training and Consulting to assist the ILS Council to form an ILS strategy for future ILS needs for the amount of \$7550 with funds from the Technology Upgrades/ILS Assigned Fund Balance. Seconded by Richards. Motion carried.

Cyber-Security Insurance

Motion by Richards to purchase the Cyber Security insurance policy with \$2,000,000 coverage from Axis Pro Privasure for \$2097.00. Seconded by Bruursema. Motion carried.

Board Development

Hope Nobel gave a presentation on the Tamarack District Library volunteer program. People enjoy and are motivated by accomplishing something positive. This is the keystone to setting up a volunteer program and giving volunteers a positive experience throughout the project. In many places an offer of volunteer services is met with “We will take your name and number and get back to you.” Alternatively with a volunteer program, a potential volunteer would be asked to complete a form that includes his/her basic contact information and a list of designated areas where your library will use volunteers that can be checked as areas of interest. Once staff has reviewed the form, the potential volunteer is matched up with a specific project or task. Most libraries have projects for which there is little or no staff time to complete. Often these projects can be broken down into specific tasks suitable for a volunteer to complete. In addition, patrons who frequently suggest tasks to the staff as needs can often be redirected to assist with aspects of the very change they continuously suggest. An example given was a patron who often noted that the shelves were out of order who is now a volunteer coming in to read and re-order those very shelves. Another example was the use of volunteers to re-label the library collection given to a group of young people with time on their hands at the library but with nothing else to

do. They were given sheets of preprinted labels and the re-labeling project was completed in less time than originally anticipated.

There was a question about background checks and if libraries conduct them for volunteers. Hope noted that as a rule volunteers at her library are not directly involved with working with children. However, she reserves the option to selectively conduct a background check if the situation arose.

Hope has a brief handout on her program at Tamarack District Library which she will email to the directors after this meeting.

For the December Board Development topic, Kline will contact Lindsey Dorfman, the Chair of the Lakeland Continuing Education Committee to present the new activities and programs of the committee.

Public Comment Hope Nobel reported that the Tamarack District Library Café station is now open.

Board Comments Shirley Bruursema congratulated the Grand Rapids Public Library on their successful millage campaign. She also reported that she worked on two additional successful millage campaigns in Bath and in Portage Lake.

Teresa Kline thanked the Search Committee for the time they have put into the Lakeland director search.

Marcia Warner reported that their director search will be re-opened and the Grand Rapids Public Library Board will be meeting to re-post the position. In the mean time, the Board will meet to designate Marla Ehlers as the GRPL representative on the Lakeland Board beginning with the December 2017 meeting.

Adjournment The meeting was adjourned at 10:13 a.m.

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

Minutes submitted by,

Sheryl VanderWagen, ILS Manager