

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, May 9, 2019 at 9:30 a.m.
Kent District Library Service Center, Comstock Park, MI**

Present: Sharon Engelsman, Kelly Richards, Diane Kooiker, Teresa Kline, John Martin, Mattie Cook
Arrived at 9:35 a.m.: Shirley Bruursema, John McNaughton
Absent: Lance Werner

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:33 a.m. by Diane Kooiker. There were no new members to introduce.
- 2) **APPROVAL OF AGENDA:** John Martin moved, supported by Sharon Engelsman, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There was a question regarding Non-resident Cards. This will be discussed at the Advisory Council meeting.
- 4) **PUBLIC COMMENTS:** Peggy Hemerling (BH) announced that Hastings' millage passed.
- 5) **APPROVAL OF MINUTES:** Teresa Kline moved, supported by Mattie Cook, to approve the board minutes from April 11, 2019 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) April Financials: Carol Dawe said that everything is in good standing. Sharon Engelsman moved, supported by John Martin, to approve the April Financials as presented - *motion carried*.
 - b) Monthly Check Register: John McNaughton moved, supported by Sharon Engelsman, to approve the Monthly Check Register as presented - *motion carried*.
 - c) March Investment Report: Carol mentioned that she met with Flagstar Bank about a rolling CD option with a fee. There will be more info in June or July. There were no further questions and the report will be filed.
- 7) **PRESIDENT'S REPORT:** There was nothing to report from the Board President at this time.
- 8) **DIRECTOR'S REPORT:** Carol said that there are a number of initiatives that will be discussed at Personnel after this meeting and at Finance next week. She said that Janet Cornell has done an incredible job as she has become more involved with the process as her role has evolved from that of Bookkeeper. Lakeland staff will now get a running budget spreadsheet and it is easier to understand. While work has already been done to simplify the budget, it will continue to become an easier process. Carol will show a Niche Academy demo at the Advisory Council meeting today. She is also working on a survey for the MCDA to get and share info on the services they all provide. There will be three new cooperative directors soon, so this should be a beneficial resource and help us all work together.
 - a) Delivery Bi-annual Update: There were no comments.
 - b) Monthly Snapshot: There were no comments.
- 9) **COUNCIL/COMMITTEE REPORTS:**
 - a) ILS Council February 14, 2019 Official Minutes: There were no comments.
 - b) ILS Strategic Plan Ongoing Report: Carol spoke about how she would like to see these two plans become consolidated in the future. This would help make the meetings more and to deal with issues better. She used the example of the budget meeting in June that Advisory Council won't meet about until a month later. She talked a bit about staffing: Kelly has taken on the newsletter and social media, and Janet has increased her duties, as well. Lakeland is working hard to provide better service.
- 10) **NEW BUSINESS:**
 - a) New Date for September Board Meeting: Due to a couple state level events in September, the Board and Advisory Council meetings will be moved to September 9th at 9:30.

- b) Budget Update: Carol explained that there are three scenarios: with State Aid, without State Aid, and using Fund Balance. It will go to Finance next week and the Board next month. She clarified that the increase she suggested of 3% - 3.5% was an average and that some libraries may vary individually due to cataloging fees and other situations. Shirley Bruursema asked everyone to keep in mind that State Aid could potentially get tapped into to support the State's road initiatives and to be cautious while planning.

11) **PUBLIC COMMENTS:** There were no comments.

12) **BOARD MEMBER COMMENTS:**

- a) Shirley Bruursema congratulated Hastings on their millage. She said they had a good committee, and whenever you can get your township/village people on board, your chances of passing the millage will go up. There will be two more in August, one is Dorr Township Library. She also talked about Kent County's first County of the Union event and was disappointed to see no mention of libraries. She emailed the group and they will send out the comments. Here is the link: <https://www.accesskent.com/Departments/CountyAdministrator/state-of-the-county.htm>. She shared that the KDL Next Nexus event was well done and they had people from all over Michigan – it was well attended. KDL continued the topic with their all-staff meeting the next day. They also gave out the Year of Learning booklet to paid attendees.
- b) Mattie Cook congratulated Peggy on the Hastings millage.
- c) John Martin thanked KDL for doing the Next Nexus program; they dialed in from Loutit.
- d) Teresa Kline invited everyone to take a look at the MLA Executive Summit and said that there is still time to sign up. Diane Kooiker mentioned that it was well worth it to attend.
- e) Kelly Richards regretted being unable to attend and knows Marcellus personally. Members of MADL staff were able to attend. Kelly spoke about the MADL website getting an upgrade and they are creating content now. They have also received the 3D renderings for Storyville and are working with donors. There is a target of mid-November. They are working on technology infrastructure upgrades in the branches. They also had a manager's training and discussed The Five Dysfunctions of a Team. They learned a lot from the training and will get started immediately.
- f) John McNaughton also expressed regret in not being able to make the Next Nexus event as GRPL had a staff working group for the strategic plan, which they should be wrapping up soon. The movie showing of *The Public* went very well and Marla Ehlers did a great job. John wished they had been able to get video of the Q&A session, but there wasn't enough time to get it set up.
- g) There were no other comments from board members.

13) **NEXT MEETING:** Thursday, June 13, 2019, 9:30 a.m. at Kent District Library Service Center – the state demographer will be there. Carol reiterated something she learned from the Next Nexus event regarding demographics of your area, but don't live by them alone- get to know your local communities.

14) **ADJOURNMENT:** Shirley Bruursema moved, supported by John McNaughton, to adjourn at 10:06 a.m. - *motion carried.*