

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, October 10, 2019 at 9:30 a.m.
Frederik Meijer Gardens & Sculpture Park, Grand Rapids, MI**

Present: Dale Parus (IC), Diane Kooiker (HO), John McNaughton (GRPL), Lance Werner (KDL), Shirley Bruursema (KDL), Kelly Richards (MADL), Peggy Hemerling (BH), Mattie Cook (MG) and Karen McKinnon (AL)

Staff Present: Carol Dawe and Kelly Schroeder

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:36 a.m. by Diane Kooiker.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Peggy Hemerling, to approve the agenda as presented - *motion carried*.
- 3) **ELECTION OF OFFICERS:** Slate of Officers put forward from the Nominating Committee- President, Diane Kooiker; Vice-President, John McNaughton; Treasurer, Mattie Cook; Secretary, Kelly Richards. Lance Werner moved, supported by Dale Parus, to confirm the Slate of Officers for FY2019-2020 as presented.
- 4) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 5) **PUBLIC COMMENTS:** There were no public comments.
- 6) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Mattie Cook, to approve the board minutes from September 10, 2019 as presented – *motion carried*.
- 7) **FINANCIAL REPORT:**
 - a) September Financials: Lance Werner moved, supported by John McNaughton, to approve the September Financials as presented - *motion carried*.
 - b) Monthly Check Register: Peggy Hemerling moved, supported by Karen McKinnon, to approve the Monthly Check Register as presented - *motion carried*.
- 8) **PRESIDENT’S REPORT:** There was nothing to report from the Board President.
- 9) **DIRECTOR’S REPORT:** Carol welcomed everyone to the annual meeting and pointed out that there were 34 or 35 libraries represented today. She urged everyone to keep an eye out for the newsletter and on our calendar. She also reminded everyone to follow us on social media for all the other things that we share. Carol will be attending member library board meetings in November. Please let her know if you’d like her to attend yours. A New Director Orientation was held at the Lakeland office last Friday and it went well. The Grants Committee is keeping an eye on Library of Michigan deadlines. The Continuing Education Committee has many good workshops coming up. Carol would like to thank Lakeland staff for all their hard work.
- 10) **COUNCIL/COMMITEE REPORTS:** There were no questions from members.
- 11) **NEW BUSINESS:**
 - a) FY2018-2019 Budget Amendment- Shirley Bruursema asked for clarification. Carol explained that accrued payroll was missed, and this transaction is just to move money from one under budget line item to cover it. Dale Parus moved, supported by Mattie Cook, to approve the budget amendment as proposed – *motion carried*.
 - b) FY2019-2020 Budget Amendment- Carol explained that this coming fiscal year includes a leap year that was not accounted for. We were able to save \$8K on our insurance for the coming year, so the budget overall does not need to change. Carol also encouraged member libraries to review their insurance regularly. Lance Werner moved, supported by Dale Parus, to approve the budget amendment as proposed – *motion carried*.
 - c) LLC Fund Depositories- Peggy Hemerling moved, supported by Kelly Richards, to approve the fund depositories as proposed – *motion carried*.

- d) LLC Authorized Signatures- It was explained that all of the board officers used to be listed as authorized signatories and that it is being changed this year to include only the Board President, Treasurer, Cooperative Director, Delivery & Facility Manager, and the Finance & HR Assistant. Lance Werner moved, supported by Kelly Richards, to approve the authorized signatures as proposed – *motion carried*.
 - e) Resolution and Other Documents for MiCLASS- Diane summarized that Herrick District Library was given this information through Ottawa County and that they are now using this for their investments. She elaborated that the Finance Committee had also reviewed this. Shirley Bruursema expressed concern that the overwhelming amount of information warranted a second reading. Carol expressed an apologetic explanation that it was her decision to include all the supporting information in the packet for transparency. There was discussion on whether to move forward with the motion and Diane Kooiker decided that it was appropriate to continue. If anyone has any questions or concerns about MiCLASS, please reach out to Diane or Carol for more information. Lance Werner moved, supported by Kelly Richards, to approve the resolution to participate with Michigan Cooperative Liquid Assets Securities System – *motion carried*.
 - f) Bank and MiCLASS Authorized Documents- documents will be signed immediately after the meeting.
 - g) Designation of Auditor for FY2018-2019- Carol mentioned that Lakeland would put out bids next year for auditors. Peggy Hemerling moved, supported by Lance Werner, to approve Gabridge & Co. as auditors for FY2018-2019 – *motion carried*.
- 12) **PUBLIC COMMENTS:** There were no public comments.
- 13) **BOARD MEMBER COMMENTS:**
- a) Kelly Richards (MADL) said that the MADL board is investing in branch redesigns. Storyville is finally under construction at three branches. MADL will soon have a Bookmobile.
 - b) Dale Parus (IC) mentioned that Ionia Community Library will have a millage vote August 4th for a new building. They will also have Deb Mikula from MLA visiting in November.
 - c) Karen McKinnon (AL) said that Leighton met with the KDL Caledonia Branch staff in September for training on how to better serve patrons and she was very appreciative in working together on that.
 - d) Shirley Bruursema (KDL) said she was also at the Library of Michigan New Director Workshops and that there were about 53 new directors in attendance. There are a lot of millages coming up next summer and she will have a lot of travel to do. KDL has a budget committee meeting this afternoon.
 - e) Lance Werner (KDL) wanted to thank everyone again for their support 1 year ago when he ran for ALA President.
 - f) There were no other comments from board members.
- 14) **NEXT MEETING:** Thursday, November 14, 2019, 9:30 a.m. at Kent District Library Service Center
- 15) **ADJOURNMENT:** Lance Werner moved, supported by Kelly Richards, to adjourn at 10:06 a.m. - *motion carried*.

Respectfully submitted by,
Kelly Ann Schroeder