

# LAKELAND LIBRARY COOPERATIVE

## Board Meeting

Kent District Library Service Center (KU)

August 13, 2009

*Official*

### MINUTES

**Board Present:** Marcia Warner, Rob Bristow, Shirley Bruursema, Steve Dix, Tom Genson, Toni Jagger, Martha Smart, Pamela Myers

**Board Absent:** Alicia Kershaw

**Call to order** The meeting was called to order at 9:35 a.m. by President Warner. The roll-call sign-up sheet was circulated.

**Agenda** Motion by Bristow to approve the agenda. Seconded by Dix. Motion carried.

### **Public Comment**

### **Minutes**

*--July 9, 2009 Minutes*

Motion by Dix to approve the minutes of the July 9, 2009 meeting as revised. Seconded by Jagger. Motion carried.

**Financial Report** Motion by Bristow to receive and file the financial report. Seconded by Myers. Motion carried. Wilson reported that today's meeting had budget transfers required to date and that at the September meeting additional transfers will be provided so that no line of the budget has a negative amount as per audit requirements.

**Director's Report** Wilson asked for suggestions for new goals for FY2009-2010. Twenty eight applications for the Business Managers position have been received. Interviews will take place the week of August 24.

### **Committee Reports**

*--Finance Committee* Bruursema reported that the Finance Committee met on August 4. The recommendations from the Committee will be discussed under New Business.

*--Personnel Committee*

Warner reported that the Committee met on July 9 and forwarded a Smoking Policy to the Board that was adopted at the July 9 Board meeting.

*--PPS Committee* None.

*--Advisory Council* The minutes of the July 9, 2009 Special Meeting were included in the Board packet.

## **Unfinished Business**

### *--Plan of Service Changes—From Nancy Robertson, Library of Michigan*

Motion by Genson to approve the resolution with the following changes. Removed the word “prioritized” from section VIII. 1. Add the words “wide area network” to section VIII.1. b). Add the statement at the end of section VIII. 1. “Services are set and changed by Lakeland Library Cooperative Board action as circumstances require”. Seconded by Dix. Motion approved.

## **New Business**

### *--FY208-2009 Budget Transfers*

Motion by Smart to approve the transfers. Seconded by Bruursema. Motion approved.

### *--Cooperative Coordinated Meetings Plan*

A list of coordinated meeting by month was discussed. The proposed plan was to evenly spread out the meeting times over the course of the year. The A&B meetings were changed to April and October. The Continuing Education Committee meetings will be held as necessary, usually monthly.

### *--Travel/Education Meal Limits—From Finance Committee*

Motion from the Finance Committee to recommend to the Board the approval to limit meal costs to a maximum of \$36 per day for travel and educational meetings for full days and specific prices for individual meals at \$7 breakfast/\$11 lunch/\$18 dinner. Seconded by Smart. Motion approved.

### *--Affiliate Members fee FY2009-2010—From the Finance Committee*

Motion from the Finance Committee to recommend to the Board the approval of affiliate Members fee to remain at \$100 for FY2009-2010. Seconded by Bruursema. Motion approved.

### *--September 10 Board Meeting—Consider Date Change*

The date of the September Board meeting needs to be changed because September 10, 2009 is the rally in Lansing in support of the Library of Michigan and state aid. The meeting date was changed to September 24, 2009.

## **Public Comment**

### **Board Comment**

Genson discussed the Herrick District Library’s policy for services to patrons from contract service areas. The discussion of services to patrons in contract areas is on the Advisory Council agenda for the September 3, 2009 meeting.

Genson discussed the MeLCat load leveling. Lakeland is supplying more items to MeLCat than the libraries are receiving. Wilson will schedule a meeting with a

MeLCat representative to discuss the situation. The meeting will tentatively be at 1:00 pm on September 17, 2009 at KDL.

Bruursema reported that she met with the Croton Township Board to discuss how to hire a director. They have several good candidates for the director position.

Smart stated that they have developed a mentoring group. One of the first class members attended the Board meeting.

**Adjournment**

Meeting adjourned at 10:40 a.m. The next meeting will be September 24, 2009 at the Kent District Library Service Center (KU) following a 9:30 a.m. Special Advisory Council with proposed FY2009-2010 budget updates.