

LAKELAND LIBRARY COOPERATIVE
Board Meeting
Kent District Library Service Center (KU)
February 9, 2017
Official

MINUTES

Board Present: Shirley Bruursema, Diane Kooiker, Teresa Williams Krupar, John Martin, Kelly Richards, Molly Walker, Marcia Warner, Lance Werner, Janice Williams

Call to order The meeting was called to order at 9:32 a.m. by President Krupar. The roll-call sign-up sheet was circulated.

Agenda Motion by Werner to approve the agenda as amended. Seconded by Kooiker. Motion carried. Email server was added to the list of items for bidding under 10B

Questions From Members with Board President/Cooperative Director Answers
There were no questions submitted.

Public Comment No public comment.

Minutes

-- *January 12, 2017 Minutes*

Motion by Werner to approve the minutes of the January 12, 2017 meeting.
Seconded by Kooiker. Motion carried.

Financial Report

-- *FY2015-2016 Audit*

Matt Holland of Gabridge & Company presented the FY2015-2016 audit report.

-- *January Balance Sheet & Verbal report*

-- *December Investment Report*

Wilson gave a verbal summary of the financial activities. There were no questions.
The reports were received and filed.

Cooperative Director's Report

-- *Written Report* There were no questions about the written report. Wilson reported that the new trucks have arrived and they will be fitted and prepared for use in the coming week.

-- *Strategic Plan Action Report*

There was a written summary status report provided in the packet for information.

--2016 Delivery, ILL, RIDES Statistics

There was a written report provided in the packet. There were no questions.

--Money Smart Recognition

Lakeland Library Cooperative received the prize for the most books requested for Money Smart Week 2016. Lakeland member libraries requested 1,010 books. Congratulations!

Committee Reports

--Finance Committee: None

--Personnel Committee: None

--PPS Committee: None

--Advisory Council: Minutes of the January 12, 2017 meeting were included in the packet.

--ILS Council: None

Unfinished Business

Underfunded Contract Service Area Policy – from PPS Committee

Motion by Werner to approve the proposed policy changes to the Underfunded Contract Service Area policy as presented. Seconded by Walker. Motion carried.

New Business

Proposed Amendment to the Plan of Service on the Election of Group C Board representative—From PPS and Advisory Council

Motion by Martin to send the proposed changes to the Lakeland Plan of Service in regards to the election of the Group C Board representative to the member governing bodies for a vote. Seconded by Williams. Motion carried.

Bids for Multiple Products

Lakeland staff are preparing RFP's for data circuits, a new telephone system and a new copy machine.

Motion by Bruursema to approve the advertisement and the method of publication for bids for new data circuits for Lakeland. Seconded by Richards. Motion carried.

Motion by Werner to approve the advertisement for bids for a new telephone system for the Lakeland office. Seconded by Williams. Motion carried.

Motion by Werner to approve the advertisement for bids for a new copy machine for the Lakeland office. Seconded by Warner. Motion carried.

Staff will issue the RFP's. Proposals for all of the items listed above will be brought back to the Board for consideration and approval.

Lakeland is working on improving the email service. A new email solution is currently being tested with a plan to roll it out to the membership in the near future reported Thom Riley, LLC IT Manager.

Board Study Session on Capital Improvement Plan and Fund Balance

The Board will meet on Thursday, April 13, 2017 following the Board meeting for this Study Session.

Board Development

Richards shared MADL's development program for leadership staff. They used a consultant from the Muskegon area who worked with the MADL management staff using the DISC (Dominance, Influence, Steadiness and Conscientiousness) Personality Profiling system. Each participant filled out their own assessments. The consultant reviewed those assessments and then met with staff as a group to review and discuss their team profiles. They were given strategies for working with various personality types and tips on how to interact with individuals or teams with different types. Richards stated that the process gave staff a tool for understanding each other and working together effectively.

Diane Kooiker will take the Board Development topic on a 3-year budget at the March meeting.

Public Comment

Hope Nobel shared details about the renovations at Tamarack District Library and the opening of the basement to the public.

Kerry Fountain reported that beginning on Saturday, February 11 at 1:00 p.m. the Clarksville Branch will be closed until March 1, 2017. Clarksville will be moving into a newly renovated location during that time.

Donna Clark reported that they are planning for the new Cedar Springs Public Library building to be completed in April.

LaVonne Marshall reported that the Coopersville Area District Library renovation and addition is on schedule. They also expect to open in April.

Thanks to Hope Nobel for this morning's meeting refreshments.

Rose Dillon, Fruitport Township Treasurer, reported that they plan to have the new Fruitport District Library open in April. She thanked everyone for their kindness and support.

Ray Arnett reminded everyone of the new grant funding tool from the Foundation Center. He sent out an email earlier. The tool is called Visualizing Funding for Libraries and is a listing of funded projects and their funding sources to assist libraries with locating funding sources for their own projects.

Board Comments

Shirley Bruursema asked that we thank Lakeland bookkeeper, Janet Cornell for her

part in the great audit that Lakeland received this morning. The Alliance of Trustees latest newsletter has been released. Trustee training workshops will be held in March in Bloomfield and in October at Kent District Library. Dues for the Alliance are still \$35.00 and the cost of this year's workshops has been kept at \$20.00. She encouraged everyone to renew their membership and sign up for the workshops.

John Martin reported that Loutit District Library is hosting a traveling exhibit from Ferris State University called "Hateful Things". Ferris is home to the Jim Crow Museum of Racist Memorabilia. The Hateful Things exhibit is a collection of 39 pieces from the museum. (<http://www.ferris.edu/jimcrow/>). The exhibit can be viewed at Loutit through February 18, 2017.

Lance Werner reported that Sherry Bava retired recently. Kent District Library has hired Jane Sauerman to replace her. He gave an update on the Tax Tribunal action regarding the Spectrum Health campus in Grand Rapids Township. The municipalities lost in the decision. This will have a wide ranging affect on all communities where there are medical campuses located or being considered. There will be no appeal of the decision. He reported that they will seek a legislative fix through MLA. The impact of the decision will result in a serious erosion of the local tax base.

Teresa Williams Krupar thanked Laura Powers for her work on the Makerspace grant proposal recently submitted to the Library of Michigan for consideration of the LSTA grant program.

Marcia Warner invited everyone to visit Grand Rapids Public Library's main branch this coming Sunday, February 12 between 1:00 and 5:00 for their annual Taste of Soul program.

Kelly Richards reported that Muskegon Area District Library is once again moving forward with the Storyville project. It had been put on the back burner for the millage campaign. They are also remodeling the MADL LBPH, doing a technology review and working on a strategic plan.

Adjournment

The meeting was adjourned at 10:32 a.m.

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

Minutes submitted by,
Sheryl VanderWagen
ILS Manager