

LAKELAND LIBRARY COOPERATIVE
Board Meeting
Kent District Library Service Center (KU)
July 13, 2017
Official

MINUTES

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

Board Absent: Marcia Warner, Lance Werner

Call to order The meeting was called to order at 9:33 a.m. by President Krupar. The roll-call sign-up sheet was circulated.

Agenda Motion by Walker to approve the agenda. Seconded by Bruursema. Motion carried.

Questions From Members with Board President/Cooperative Director Answers

There were no questions submitted before the meeting.

Public Comment No public comment.

Minutes

-- *May 11, 2017 Minutes*

Motion by Walker to approve the minutes of the May 11, 2017 meeting. Seconded by Kooiker. Motion carried.

Financial Report

-- *June Balance Sheet & Verbal report*

-- *May 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.

-- *Strategic Plan Action Report*

There was no report. See agenda item under New Business.

Committee Reports

-- *Finance Committee:* Minutes of the June 1, 2017 meeting were included in the packet.

-- *Personnel Committee:* Minutes of the June 13, 2017 and June 30, 2017 meetings were included in the packet.

-- *PPS Committee:* None

--*Advisory Council*: Minutes of the May 11, 2017 meeting were included in the packet.

--*ILS Council*: Minutes of the May 4, 2017 and June 8, 2017 meetings were included in the packet.

Unfinished Business

Proposed Plan of Service Recommended Changes from the Library of Michigan

Motion by Martin to add the recommended changes from the Library of Michigan to the Plan of Service. Motion carried.

Section V Paragraph A will read "... one (1) member from libraries serving populations of 20,000 – 99,999 (Group C) who will elect their representative for a two year term with no term limits." AND

At the end of Paragraph A, a new sentence added: If a vacancy occurs for a Group A, B, A/B, or C Board member refer to Lakeland Library Cooperative Bylaws Section IV-2 for the election of a replacement.

Changes are still pending approval by the State Librarian as of this meeting.

New Business

Cooperative Director Search – From Personnel Committee

1) *Bradbury Miller Associates Search Consultant Proposal*

Motion by Williams to approve the Lakeland Library Cooperative Director Search proposal from Bradbury Miller Associates. Seconded by Richards. Motion carried.

2) *Schedule Bradbury August Meeting*

Bruursema will contact them about meeting with them on the morning of August 25, 2017. She will also ask them about how they will receive input from member libraries.

3) *Cooperative Director Job Description*

Motion by Richards to approve the Cooperative Director Job Description revisions as presented. Seconded by Bruursema. Motion carried.

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

Motion by Kooiker to approve the release of the RFP for Developing a Strategy for Future ILS Needs as corrected. Seconded by Williams. Motion carried.

Correction on the 2nd page "Thirty-nine of 41 members" should be changed to "Forty of 42 members."

Proposed Amendment #2 FY16-17 Fund Balance Audit Carryover Allocations – From Finance

Motion by Martin to approve the FY2016-2017 Fund Balance Allocation Designations as recommended by the Finance Committee. Seconded by Walker. Motion carried.

Recommendations from Personnel Committee

1) *Priority Health Medicare Option*

Motion by Kooiker to approve the Priority Health Small Group Medicare Option for Lakeland staff as recommended by the Personnel Committee. Seconded by Martin. Motion carried.

2) *Wage Analysis vs. Assessment*

Motion by Martin to add the performance of a wage analysis of similar jobs in the area to the Cooperative Director's goals in FY2017-2018. Seconded by Bruursema. Motion carried.

3) *FY17-18 Raises for Staff Off the Step Plan*

Motion by Richards to approve FY2017-2018 raises for Lakeland staff off the step plan revised July 10, 2017 by 2% as recommended by the Personnel Committee. Seconded by Martin. Motion carried.

Delivery of DVD's/Music and Costs – From ILS Council

Motion by Martin to approve adding some DVD's/Music back into delivery for Interlibrary Loan beginning October 1, 2017 and to start the new fiscal year with the current proposed budget followed with an amendment and an adjustment to the Costs to Libraries after we know what the real costs are. Seconded by Walker. Motion carried.

Proposed Circulation Policy Revision – From ILS Council – First Reading

This was the first reading on the proposed change to the Board Circulation Policy Circ 1.3. There were no questions.

Strategic Action Plans

1) *Decision Making Process Flowchart Presentation*

Wilson presented the Decision Making Process Flowchart to the group. The membership asked if she could also add examples where a recommendation might come from the A & B group libraries. She will also add Plan of Service changes to this flowchart. This flowchart is an item from the Strategic Plan Governance section.

2) *Responsibilities of Committees*

Wilson presented the Responsibilities of Committees also an item in the Strategic Plan Governance section. The document compiled committee responsibilities as found in various official Lakeland documents along with some recent changes in practice and services.

3) *Measure Speed of Decision Making*

a. *Board Policy Revisions*

The document in the Board packet is not the one Wilson wanted to share. The correct document will be presented at the next meeting.

b. *Hypothetical Idea*

Wilson worked with Laura Powers and Lance Werner on two hypothetical ideas and tracked them through the decision-making process as it now stands. Wilson reviewed the processes for each of the ideas noting how long a change might take based on the current methods of approval.

Public Comment

None

Board Comments

Shirley Bruursema gave a review of the recent ALA Conference in Chicago. She also reported that she is beginning to work on a number of 2018 millage campaigns.

Krupar reported that Fennville used the \$2000 Continuing Education funds they received for a staff training day. All Fennville staff members are Red Cross CPR and First Aid trained and certified.

Adjournment

The meeting was adjourned at 10:42 a.m.

The next meeting will be held on Thursday, August 10, 2017 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,
Sheryl VanderWagen
ILS Manager