

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center

December 14, 2017

Official

MINUTES

Board Present: Shirley Bruursema, Marla Ehlers, Martha Ferriby, Teresa Kline, Diane Kooiker, Lance Werner

Board Absent: Sharon Engelsman, Molly Walker, Kelly Richards

Call to order The meeting was called to order at 9:40 a.m. by President Kline. The roll-call sign-up sheet was circulated.

Agenda Motion by Werner to approve the agenda. Seconded by Kooiker. Motion carried.

Questions From Members with Board President/Cooperative Director Answers

There were no questions submitted before the meeting.

Public Comment None

Minutes

-- *November 9, 2017 Minutes*

Motion by Ehlers to approve the minutes of the November 9, 2017 meeting. Seconded by Werner. Motion carried.

--*November 28, 2017 Special Meeting Minutes*

Motion by Kooiker to approve the minutes for the November 28, 2017 special meeting. Seconded by Ehlers. Motion carried.

Financial Report

-- *November Balance Sheet*

-- *October Investment Report*

Terry Cross gave a verbal summary of the financial activities. The reports were received and filed.

Cooperative Director's Report

--*Written Report* There were no questions about the written report.

--*Strategic Plan Action Report*

No report

Committee Reports

--Finance Committee: None

--Personnel Committee: Minutes from the November 16, 2017 meeting were included in the packet.

--PPS Committee: None

--Advisory Council: None

--ILS Council: None

Unfinished Business

New Business

FY17-18 Fund Balance Transfers #2,3,4

Motion by Werner to approve Fund Balance Transfers numbers 2, 3, 4 as presented.

Seconded by Bruursema. Motion carried.

Fund Balance Transfer #2: Server replacement – Transfer \$3784 50% (\$1,892) from Technology Upgrades Fund Balance/IT and 50% (\$1,892) from Unassigned Fund Balance.

Fund Balance Transfer #3: Additional Cyber Security Insurance – Transfer \$597 from Unassigned Fund Balance.

Fund Balance Transfer #4: ILS Strategic Plan Consultant Fees – Transfer \$7550 from Technology Upgrades/ILS Fund Balance.

FY17-18 Budget Amendments #2,3,4

Motion by Werner to approve Budget Amendments 2, 3, 4 as presented. Seconded by Kooiker. Motion carried.

Budget Amendment #2: Server replacement: Transfer the Server Replacement cost of \$3784 (50% from Technology Upgrades Fund Balance/IT and 50% from Unassigned Fund Balance) into the FY17-18 Operating Budget.

Budget Amendment #3: Additional Cyber Security Insurance additional cost of \$597 from Unassigned Fund Balance into FY17-18 Operating Budget and to transfer \$1500 from 600.876 Admin Cyber Security Insurance to 604.876 IT Cyber Security Insurance for 50/50 cost split.

Budget Amendment #4: ILS Strategic Plan Consultant Fees in the amount of \$7550 from Technology Upgrades/ILS Fund Balance to the FY17-18 Operating Budget.

Proposed Board Circulation Policy Revision – From Planning, Policy and Services Committee

Motion by Werner to approve the changes to the Board Circulation Policy as presented.

Seconded by Kooiker. Motion carried.

Note: The Board approved the changes without the second reading. The PPS Committee will consider the first reading/second reading practice for policy changes at its next meeting.

Lakeland Director Update – Teresa Kline

Kline announced that Carol Dawe will be our new Lakeland director and that she will start at Lakeland on February 1, 2018. The Board asked staff to plan for her arrival and her first few days in the office.

Board Development

Lindsey Dorfman, Chair of the Lakeland Library Cooperative Continuing Education Committee presented the activities and plans for the Continuing Education Committee. The committee is working to establish guidelines for the committee for planning and scheduling activities. They are working through the Continuing Education items in the Lakeland Strategic Plan. She noted that there are currently seven committee members but that to fully execute the items in the Strategic Plan, the committee needs to grow to about fifteen members. She asked everyone present, particularly directors, to consider joining the committee.

On February 20, 2018, Miguel Figueroa will be the featured speaker for the all-staff workshop. He will talk about the future of libraries; other sessions that day will cover customer service and team building. She encouraged Lakeland member libraries to consider using the day for staff development. Registration will open in the coming week for this event. The committee is also working on a collection development workshop and a teen unconference. The committee would like to get the interest groups off the ground in the coming year, but they need more committee members to assist with the planning and coordination of those sessions. Overall the committee is focusing on providing a variety of programs for staff members who do not normally attend workshops.

February Board Development topic: Kelly Richards

Motion by Werner to skip the January 11, 2018 Board meeting for lack of agenda items. Seconded by Ehlers. Motion carried.

Public Comment None

Board Comments None

Adjournment The meeting was adjourned at 10:00 a.m.

The next meeting will be held on Thursday, February 8, 2018 at 9:30 a.m. at the Kent District Library Service Center.

Minutes submitted by,

Sheryl VanderWagen
ILS Manager