

**LAKELAND LIBRARY COOPERATIVE**  
**BOARD MINUTES – Official**  
**Thursday, February 14, 2019 at 9:30 a.m.**  
**Kent District Library Service Center, Comstock Park, MI**

**Present:** Diane Kooiker, Carol Dawe, Teresa Kline, Shirley Bruursema, Sharon Engelsman, John McNaughton, John Martin, Kelly Richards

**Arrived at 9:38 a.m.** – Lance Werner

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:35 a.m. by Diane Kooiker.
- 2) **APPROVAL OF AGENDA:** John Martin moved, supported by Shirley Bruursema, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Sharon Engelsman moved, supported by John McNaughton, to approve the board minutes from December 13, 2018 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
  - a) December Financials and Check Register: Janet (LLC) was in attendance. Carol mentioned and that December and January were “heat tape months.” Cashflow was mentioned and how Lakeland has \$350K in CDs in CDARS in 6 mo., 9 mo., and 12 mo. maturing plans. Carol mentioned there are currently “overages” in the IT/ILS budget lines, as well as the building budget but it all balances out by year end. John Martin moved, supported by Sharon Engelsman, to approve the December Financials and Check Register as presented - *motion carried*.
  - b) January Financials and Check Register: Carol said that revenues are at 35.4% of budget and expenditures are at 34.4% (we are 25% through the budget). The heat tape project was \$7100. There was also work done on the gutters and a fire inspection. This also includes professional contracts and the audit. There were also IT purchases for the Return Anywhere initiative (printer, scanner, etc.). She mentioned the Miedema Metal Building Maintenance Plan that the company presented to Lakeland regarding the building maintenance. She hopes for the addition of a capital improvement budget for flexibility in handling such issues. Lance Werner moved, supported by Shirley Bruursema, to approve the January Financials and Check Register as presented - *motion carried*.
  - c) December and January Investment Report: Shirley asked about how the interest compared to last year. Janet replied that we had about \$150K last year with 6 mo. maturity. Shirley clarified that more matured this year than last. There were no further questions and the report will be filed.
  - d) Audit with Joe Verlin, Gabridge & Company: Joe thanked the board and said the audit was clean and efficient. He said Lakeland received the highest-level opinion that they offer (p2 of audit) and that there were no audit entries needed. He also discussed the Financial Highlights (p4) commenting that we are right in line with where most libraries fall. Lakeland’s Net Pension Liabilities are about 95% (p6). He continued to go through some other highlights of the audit report. There were no questions. Diane thanked Janet as well. The audit report will be filed.

- 7) **PRESIDENT'S REPORT:** There was nothing to report from the Board President.
- 8) **DIRECTOR'S REPORT:** Carol has no comments at this time, as she will be offering further comments later in the meeting with her first year reflections.
- 9) **COUNCIL/COMMITTEE REPORTS:**
  - a) Advisory Council: There were no comments.
  - b) ILS Council: There were no comments.
- 10) **UNFINISHED BUSINESS:**
  - a) SWOT Analysis: Carol explained that we have been adding things in as they change or are completed. She wanted to point out that what the staff at Lakeland does is bigger than just the items on the chart. She would like to merge the two plans at some point in the future. Comments were made requesting the chart to be easier to read.
  - b) ILS Strategic Plan: Herrick has gone fines free with juvenile print materials, i-tiva has been completed, and we'll move forward to try to meet all the goals in the plan.
- 11) **NEW BUSINESS:**
  - a) LLC Monthly Snapshot: Carol mentioned that Kelly (LLC) helped create the infographic and that GRPL & KDL data will be included whenever possible. This will be a monthly at-a-glance look at just data and will also be included in the annual report.
  - b) Cooperative Director's First Year Reflections: Carol began by saying that, even before her arrival, Lakeland staff was user-focused to serve the membership. Many of the things reported have been staff generated ideas. She listed: i-tiva notifications, not charging for supplies, improving delivery staffing, rolling out a new ticketing system, as well as automated monthly and annual reports online. We'll be getting the agenda packets online as well. We'll also be enhancing the OPAC with AV content. Jeff reloaded Hoopla records with item records and he will be loading RBdigital records. Jean cataloged puppets for a few libraries. We are happy to catalog anything needed. We've revamped the budget and financials- we're hoping to have it become more flexible in the future. We try to have weekly meetings. Kelly and Carol are reviewing the bylaws. Terry is working on a building plan. Other technology ideas are in the works, and we've looked at some preliminary vendors for the ILS to educate ourselves and to prepare recommendations... keeping in mind that when you move forward with a new ILS system, it takes 2-3 years and is pretty much all you do. Before making any decisions, Lakeland needs to evaluate what we have now/educate on how to use it, what can be improved upon, and what 3<sup>rd</sup> party vendors can we work with in the future. Lance said Carol has done a phenomenal job and it has had a profound impact, then offered her his thanks. Carol responded that it was a team effort.
- 12) **PUBLIC COMMENTS:** Claire (OS) said she has been getting a lot of questions regarding the new director for Spring Lake and advised to keep an eye on our e-mails tomorrow for an official announcement.
- 13) **BOARD MEMBER COMMENTS:**
  - a) Sharon Engelsman said she was glad she didn't have to close the library again.
  - b) Lance Werner asked everyone to please vote for the ALA President, whether or not you vote for him, please participate and help combat voter apathy.
  - c) Teresa Kline said that the Allegan County Community Foundation is doing a Love your Hometown Grant vote for \$1K grants to schools. She is able to participate and submitted her idea for a community/teaching garden. Elyshia at Dorr/Hopkins also has a submission for a family garden.

- d) John McNaughton invited everyone to attend the Taste of Soul Sunday event from 1-4:30.
  - e) Shirley Bruursema said there are a lot of changes at ALA and they'll need strong leadership. She announced that the Martin Library (formerly a part of the old LLC... Federation?) is celebrating their 100<sup>th</sup> anniversary. She has asked those who wish to please send a card or letter of congratulations. There will be many millages in 2020 (and a few yet this year) and she has a meeting with Lapeer tomorrow.
  - f) Diane said that Herrick has begun some basic remodeling projects. They will be having a Create Lab geared towards adults (like a makerspace) and it will include things like Adobe Suite, CAD, and a sound booth. They will be doing an RFP for an architect for Herrick North Branch in 2020. They are bringing their seed library back. They are moving ahead with BiblioCommons as a new front end for the card catalog in April. GRPL and KDL mentioned they are also looking at it. GRPL expects it to go live this fall. Lakeland will be meeting on the 25<sup>th</sup> to look into this as well.
  - g) There were no other comments from board members.
- 14) **NEXT MEETING:** Thursday, March 14, 2019, 9:30 a.m. at Kent District Library Service Center
- 15) **ADJOURNMENT:** Lance Werner moved, supported by Kelly Richards, to adjourn at 10:19 a.m. - *motion carried.*