

LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, June 13, 2019 at 9:30 a.m.
Kent District Library Service Center, Comstock Park, MI

Board Members Present: Shirley Bruursema, Mattie Cook, Sharon Engelsman, Teresa Kline, Diane Kooiker, John McNaughton, Lance Werner

Staff Present: Carol Dawe and Kelly Ann Schroeder (took minutes)

Absent: John Martin and Kelly Richards

Departed the meeting at 9:46 a.m. (Board Development): Lance Werner

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:32 a.m. by Diane Kooiker.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Mattie Cook, 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:** Lance Werner moved, supported by Teresa Kline, to approve the board minutes from May 9, 2019 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) May Financials: Shirley Bruursema moved, supported by Lance Werner, to approve the May Financials as presented - *motion carried*.
 - b) Monthly Check Register: Carol Dawe talked about the AT&T bills and the adjusted amount, the cleaning service fees, dental plan decrease due to a new plan, and the truck engine replacement and rental fees. She also thanked Terry Cross (LLC) for his perseverance regarding the AT&T issue. Lance Werner moved, supported by Sharon Engelsman, to approve the Monthly Check Register as presented - *motion carried*.
- 7) **PRESIDENT’S REPORT:** There was nothing to report from the Board President.
- 8) **DIRECTOR’S REPORT:** Carol mentioned that she would meet with some members of the Advisory Council after these meetings to go over the Non-Resident Card Survey. She will send the survey out on Monday. The MCDA survey has gone out and is to be completed in July. Carol attended the West Michigan CEO Summit and found it to be inspiring. She also attended the MLA Executive Summit which focused on Succession Planning. She noted that Lakeland has 14 employees and only 2 are under the age of 50. She has reworked the job descriptions to focus on Core Competencies to both stay on track and measure the tasks of the Lakeland staff as they serve the members. The Finance and Personnel Committees have met to work on the budget and a draft is coming as we work to be more effective and efficient. Carol also included a couple articles she thought would be helpful.
- 9) **COUNCIL/COMMITTEE REPORTS:**
 - a) Finance Committee May 14, 2019 Unofficial Minutes: There were no comments.
 - b) Personnel Committee May 9, 2019 Unofficial Minutes: There were no comments.
 - c) Advisory Council March 14, 2019 Official Minutes: There were no comments.
- 10) **NEW BUSINESS:**
 - a) Fund Balance Transfer: Lance Werner moved, supported by John McNaughton, to approve the Fund Balance Transfer as presented - *motion carried*.
- 11) **BOARD DEVELOPMENT:** Eric Guthrie, State Demographer, presented some data on population and talked with members about the 2020 Census. The slides will be made available to Lakeland so members can have copies. Of particular note is the issue regarding the citizenship question possibly being on the census and how library staff can assist patrons, answer general questions, and reassure patrons of data safety. It’s vital that everyone participates in the census as this will determine funding initiatives and be the “voice” of our communities.

12) **PUBLIC COMMENTS:** Adam DeWitt (SF) thanked Eric Guthrie for his presentation and discussion about cyber security.

13) **BOARD MEMBER COMMENTS:**

- a) Sharon Engelsman (AB) commented that they have survived the start of summer reading.
- b) John McNaughton (GR) talked about the Grow with Google event that they hosted at GRPL. There were over 100 people that participated to learn about digital skills. He also talked about the Lakeshore Ethnic Diversity Alliance, which he and Kelly Richards are on the board of, and their recent Summit- in particular, the documentary screening of *The Sentence* and the lasting effects of the incarceration of individuals who were charged with non-violent crimes.
- c) Shirley Bruursema (KU) spoke about the Quality Services Audit Checklist (QSAC) through the Library of Michigan and how it is getting a re-write. This is for every library, but not all belong. She will bring handouts to the meeting next month. The Friends of Michigan Libraries and the Alliance of Trustees will be in Lansing Friday to meet with Cooperative Directors. She also touched on upcoming millage campaigns. There are two Michigan library millages in August, including Dorr Township Library.
- d) There were no other comments from board members.

14) **NEXT MEETING:** Thursday, July 11, 2019, 9:30 a.m. at Kent District Library Service Center

15) **ADJOURNMENT:** John McNaughton moved, supported by Sharon Engelsman, to adjourn at 10:55 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

Approved:

Board Secretary

Date