

**LAKELAND LIBRARY COOPERATIVE  
FINANCE COMMITTEE MINUTES – Official  
Friday, July 26, 2019 at 9:30 a.m.  
Lakeland Library Cooperative, Grand Rapids, MI**

Present: Teresa Kline (AF), Diane Kooiker (HO), Sharon Engelsman (AB), Kelly Richards (UM)  
Staff Present: Carol Dawe, Kelly Schroeder (took minutes)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:38 a.m. by Teresa Kline.
- 2) **APPROVAL OF AGENDA:** Sharon Engelsman moved, supported by Kelly Richards, to approve the agenda as presented - *motion carried.*
- 3) **APPROVAL OF MINUTES:** Sharon Engelsman moved, supported by Kelly Richards, to approve the Finance Committee minutes from May 14, 2019 as presented – *motion carried.*
- 4) **NEW BUSINESS:**
  - a) Vacation Payout Proposal: There was discussion about the history of the vacation accrual. Kelly Richards moved, supported by Sharon Engelsman, to approve the one-time vacation payout proposal of \$3,171 pending board approval – *motion carried.*
  - b) Heat Tapes 2019 Allocation from Fund Balance: Carol Dawe explained that this expense will need to come from Fund Balance as this was previously in the 10-year plan. She says they weren't sure of the approval process and wanted to be cautious, as well as keep things transparent. There was discussion about quality and longevity of heat tape and appreciation of Terry Cross' great work and skill with RFPs. Sharon Engelsman moved, supported by Kelly Richards, to allocate \$7,000 in building improvement funds from Fund Balance for the heat tape project to free up funds in the Operating Budget this fiscal year for non-capital building maintenance needs – *motion carried.*
  - c) Cataloging Costs Correction Options: Three options were discussed on how to handle the budget adjustment as Loutit District Library becomes a cataloging center next fiscal year. Kelly Richards moved, supported by Sharon Engelsman, to utilize funds, in the amount of \$10,000, added to the Fund Balance-Unassigned that were originally committed to Cataloging – *motion carried.*
- 5) **UNFINISHED BUSINESS:**
  - a) Operating Fund Budget Draft: Carol Dawe explained that some adjustments had to be made in some line items due to unexpected issues that came up, but they were able to re-work the various line items to come out with the same total for the budget draft.
    - i) 80/20 Stipend for FY19-20: It was discovered that Lakeland was not in compliance with the 2011 Public Act 152 and has proposed a stipend to some staff members.
    - ii) Insurance Opt-Out Stipend: One staff member would receive an opt-out credit. Kelly Richards moved, supported by Sharon Engelsman, to approve the Operating Fund Budget Draft, along with the health care stipend proposals, as presented – *motion carried.*
  - b) Pass Through Fund Budget Draft: Carol Dawe explained how the Pass Through Budget would work and that these are best calculated estimates. Each Budget will eventually have its own separate balance sheet. Sharon Engelsman moved, supported by Kelly Richards, to approve the Pass Through Budget Draft as presented – *motion carried.*
  - c) Capital Fund Budget Draft: Carol Dawe explained that these are sound estimates, rounded up slightly due to possible unforeseen expenses. Some items will eventually go from Capital to Operating Fund in future fiscal years. Kelly Richards moved, supported by Sharon Engelsman, to approve the Capital Fund Budget Draft as presented – *motion carried.*
- 6) **NEXT MEETING:** There will not be another meeting scheduled for this budget planning process unless it becomes necessary.
- 7) **ADJOURNMENT:** Kelly Richards moved, supported by Sharon Engelsman, to adjourn at 10:35 a.m. - *motion carried.*