

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, August 8, 2019 at 9:30 a.m.
Kent District Library Service Center, Comstock Park, MI**

Present: Diane Kooiker, Teresa Kline, John Martin, Sharon Engelsman, Kelly Richards, John McNaughton, Shirley Bruursema
Staff Present: Carol Dawe, Kelly Schroeder
Absent: Mattie Cook, 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 McNaughton moved, supported by Sharon Engelsman, 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:** Teresa Kline moved, supported by Kelly Richards, to approve the board minutes from July 11, 2019 as presented – *motion carried.*
- 6) **FINANCIAL REPORT:**
 - a) July Financials: John Martin asked about page 4 income showing 100%. Carol Dawe commented that it reflects quarterly billing. John McNaughton moved, supported by Kelly Richards, to approve the July Financials as presented - *motion carried.*
 - b) Monthly Check Register: Shirley Bruursema 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 Dawe mentioned that the Advisory and ILS Councils will have a combined meeting and it will be a year-in-review that is not to be missed. There is a hope that the council meetings can become more inclusive in the future. There was nothing additional to report from the Cooperative Director. Dale Parus (IC) added that the leadership of both councils, as well the Cooperative Directory and ILS Manager, will meet on August 20th and hope to be able to report some information in advance of the combined meeting.
- 9) **COUNCIL/COMMITEE REPORTS:** John Martin asked about the Continuing Education All-Staff Meeting in November and whether this was taking the place of the February one. Heather Wood-Gramza said that the goal was to avoid holding one in winter (weather) and that this will be a customer service themed event with Zingerman's presenting in the morning session. The minutes were received and there was no additional discussion.
- 10) **NEW BUSINESS:**
 - a) FY19-20 Proposed Budget
 - i) Operating Budget: Carol Dawe outlined the pages to be reviewed and expressed the continued work on getting these better systems in place. Diane Kooiker explained the \$9,644 fund balance transfer for cataloging services had been previously earmarked for cataloging and will be used as a one-time adjustment for Loutit District Library becoming a cataloging center and the resulting budget changes. John Martin moved, supported by Sharon Engelsman, to approve the operating Budget as presented - *motion carried.*
 - ii) Pass Through Fund Budget: Carol explained that a passthrough account is a "we buy, libraries get invoiced" type of account. This will allow us to get this money off the regular books and make it easier to keep track of with individual balance sheets for each fund. Kelly Richards moved, supported by John Martin, to approve the Pass Through Fund Budget as presented - *motion carried.*

- iii) Capital Fund Budget: Carol detailed that these expenses can now come out of this budget rather than having to ask for it out of fund balance as each need arises- equipment/supplies, servers/services, and additional products/software. There will be more long-range planning and the process will become more fluid. Compliments to the Finance Committee and Janet Cornell for the good work and please ask if you have any questions. In this budget there is money for exterior building repairs and renovating the Lakeland office space to relocate staff and make some needed upgrades and meeting space. John McNaughton moved, supported by Kelly Richards, to approve the Capital Fund Budget as presented - *motion carried*.
 - b) Server Upgrades: John Martin asked if what was being reflected was the purchase as “service” [servers being hosted] and not servers on premises. Diane Kooiker said that that was covered. Lakeland is long past due for server upgrades and moving to hosted servers allows for less maintenance on our end. Shirley Bruursema asked if policies required a second option for purchasing. Carol said that other options were compared, but that the bylaws state only one need be brought forth if it is the only viable option. In this case, cost and stability were the main factors, plus all upgrades will then be done on the company’s side of things. Some concern was expressed over security with Amazon products. Carol reassured that there were security measures and redundancies in place. Diane Kooiker said she asked her staff and they also agreed this was the way to go for reliability and uptime. The final implementation will be in October, but they will get the ball rolling as soon as possible, if approved. John Martin moved, supported by John McNaughton, to approve the server upgrade with a hosted server solution - *motion carried*.
 - c) Vacation Payout: Carol explained that there were some difficulties for certain staff to be able to use their full amount of time off as there was coverage needed between Cooperative Directors. Diane clarified that this is a one-time dispensation due to these extenuating circumstances. John McNaughton moved, supported by John Martin, to approve the one-time vacation payout of \$3,171 to Thom Riley - *motion carried*.
 - d) Health Insurance Resolution: Carol explained that we needed to get in compliance with the law and some adjustments were suggested in the form of wage increases or stipends to off-set the unexpected adjustment in health care once the issue was discovered. Kelly Richards moved, supported by John McNaughton to adopt the 80%/20% health care cost option to comply with the 2011 Public Act 152 - *motion carried*. There was a roll call vote and it passed unanimously.
 - e) Announce Board Slate of Nominees: Diane said that this would be tabled to the September meeting as additional preparations need to be made before the officers can be nominated.
- 11) **PUBLIC COMMENTS:** Virginia DeMumbrum (SW) asked for clarification on the cost to libraries and the budget. Diane explained and reminded that those with different fiscal years will need to keep that in mind as they calculate. Carol added that there is going to eventually be a 3-year plan so that libraries can be better informed of their costs.
- 12) **BOARD MEMBER COMMENTS:**
- a) Shirley Bruursema spoke about the Dorr millage not passing and the need to cooperate with neighboring libraries to educate patrons on what it will mean to become unfunded. Chelsea passed their millage by 65%. There will be 10 or 11 millages next year. John Martin asked about what happens next with Dorr and Elyshia said they have enough in savings to stay open one more year and that they are currently discussing options.
 - b) John McNaughton said that GRPL’s strategic plan passed and budgets are being amended. They be getting mobile Hotspots. Their board nominations were pushed into a primary because of the number of people that ran. The current President was eliminated from the primary.
 - c) Teresa Kline expressed gratitude to the Finance Committee and Carol.
 - d) Kelly Richards said that MADL is rewiring buildings for internet, Wi-Fi and getting updates. Storyville is at a point where they will meet to see it mapped out on the floor with staff. They will also do an RFP for a Bookmobile, as well as create capital funds for their branch libraries.

- e) John Martin said Loutit's strategic plan is rolling out and that it happens to be the end of Pirate Week in Grand Haven.
 - f) Sharon Engelsman expressed her gratitude and the work being done with migrating the servers.
 - g) There were no other comments from board members.
- 13) **NEXT MEETING:** There was discussion about the date of the next meeting, and it was decided that the date that would work is **Tuesday, September 10, 2019, 9:30 a.m. at Kent District Library Service Center**. The Advisory and ILS Councils will meet afterwards for a combined meeting.
- 14) **ADJOURNMENT:** Kelly Richards moved, supported by John McNaughton, to adjourn at 10:07 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder