

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, February 13, 2020 at 9:30 a.m.
Kent District Library Service Center, Comstock Park, MI**

Present: Diane Kooiker, Mattie Cook, Karen McKinnon, Dale Parus, Lance Werner, John McNaughton, Kelly Richards and Shirley Bruursema (arrived at 9:47 a.m.).

Staff Present: Carol Dawe and Kelly Schroeder

Absent: Peggy Hemerling

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:35 a.m. by Diane Kooiker. Lance Werner commented about the changes he's seen in the group of directors since he started. Carol commented that there have been 15-17 new directors since she started. There were 24 additional people in attendance.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by John McNaughton, 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:** Kelly Richards moved, supported by Lance Werner, to approve the Board minutes from December 12, 2019 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) Auditor's Report: Matt from Gabridge & Co. said we achieved the highest level we could get and thanked Lakeland staff for their hard work in preparing for the audit. Dale Parus asked about the Net Position for MERS from year-to-year. Matt said that report will come out on February 28th and Lakeland staff can send it to Matt for review.
 - b) December and January Financials: Kelly Richards moved, supported by John McNaughton, to approve the financials as presented - *motion carried*. Carol asked if the three funds were helpful and the response was very positive.
 - c) Monthly Check Register: Lance Werner moved, supported by John McNaughton, 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 talked about attending an event/lunch with the Governor and the 400+ people in attendance. She said the Governor's focus is on education, roads, and climate/water issues and that she does a good job of being very matter of fact. Carol sees the need to keep getting out and educating people on what a Cooperative does. Carol passed out New Board Member Orientation binders for the board so they can review policies and have a copy to work with. If anyone wants an actual orientation, please let her know.
- 9) **COUNCIL/COMMITTEE REPORTS:**
 - a) Finance Committee February 5, 2020 Unofficial Minutes – there were no comments.
 - b) Personnel Committee December 12, 2019 Unofficial Minutes: Lance Werner was distressed by the lack of a raise for the Cooperative Director. Shirley Bruursema agreed. Diane Kooiker said they would discuss this under New Business.
- 10) **NEW BUSINESS:**
 - a) Auditor's Report was moved to earlier in the meeting.
 - b) Cooperative Director: Goals Discussion and Compensation
 - i) Diane Kooiker reminded everyone that Carol Dawe had asked not to give her a raise for this fiscal year. Everyone expressed their appreciation for Carol's work. Diane noted that the Finance Committee asked Lakeland staff to build in an increase for the next fiscal year budget. Lance Werner moved, supported by Kelly Richards, to accept the Cooperative Director compensation as proposed by the Personnel Committee and approved by the

Finance Committee that a 1% bonus (\$1000.00) and a 1% increase (\$1000.00) to the Cooperative Director's Defined Contribution plan be presented to the full Board to begin April 1st for ease of implementation - *motion carried*.

- ii) Diane gave the history of the ILS Strategic Plan and the evolution to the 4 main points: Training, Technology, Governance, and Advocacy, as well as the suggestion that Carol continue to focus on these areas. Diane asked the board what they are most interested in Carol focusing on and their needs for advocacy. Lance offered to provide some training in March. The board shared their ideas. Diane also urged Lakeland to do a Strategic Plan for the next fiscal year. Shirley Bruursema moved, supported by Mattie Cook to accept the Cooperative Director Goals as reported - *motion carried*.
 - c) LLC Capital Fund ESTIMATE/DRAFT Cost Projections: Carol explained that money for CapiraMobile was originally placed in the budget, but it will now be a Passthrough item. She explained the 5-year plan and some budget details for BiblioCore – that LLC will pay for the implementation fees the first year and libraries will expect to pay regular costs in FY22. Some additional items were explained for the group. It was expressed that there was no need for a formal vote, just an interest in moving the discussion to Advisory Council after the Board meeting.
 - d) Four Year ESTIMATE/DRAFT Projected Costs for Member Libraries: Diane explained that the 5% increases were a worst-case scenario estimate, as well as including BiblioCore to allow members to better decide on CapiraMobile, etc. Carol added that they could talk more in-depth during the Advisory Council meeting afterwards. She also suggested there could be a webinar in March to show how the linkage to KDL and GRPL would work. Diane thanked everyone for working on the budget to help members make their decisions.
- 11) **PUBLIC COMMENTS:**
- a) Heather Wood-Gramza talked about Howard Miller Public Library's skate rental program and how phenomenally it was going, as well as card registrations to rent the skates. There curbside pickup was also going well and a library from Indiana contacted them about it.
 - b) John Martin mentioned that Loutit District Library was hosting a livestream of the PBB to PFAS Symposium on February 20th. He also mentioned that Emory University was conducting DNA testing to follow the physical effects of PFAS.
 - c) Kerry Fountain shared that the request to become a district library was approved and they will now be called Saranac Clarksville District Library.
 - d) Carol shared that Hesperia Community Library's Director has resigned and they will begin looking for one.
- 12) **BOARD MEMBER COMMENTS:**
- a) Karen McKinnon (AL) attended the naming ceremony at KDL for Shirley Bruursema. Everyone expressed their appreciation and congratulations to Shirley. Karen also thanked Carol for the thorough report.
 - b) Mattie Cook (MG) said the Montcalm County libraries are on the ballot for March.
 - c) Dale Parus (IC) talked about the plan to turn the library into a museum and the \$150K bond proposal for August 4th to take care of the building.
 - d) John McNaughton (GRPL) invited everyone to come out to Taste of Soul Sunday from 1-4:30 for amazing food and more.
 - e) Kelly Richards (UM) announced that the 3 Storyville locations are now open, and they've received about 300 people per week to visit them. Attention is increasing in the community, though they have only done a soft opening. The Grand Opening will be March 26th. MADL is also in the middle of a library card project with the MAISD. They have about 3800 new cards and everyone is excited.
 - f) Lance Werner (KDL) was tickled to be a part of the naming ceremony for the Shirley Bruursema Board Room. He appreciates her both professionally and as a friend.
 - g) Shirley Bruursema (KDL) Thanked everyone for coming to the naming ceremony – she was humbled, and it was above and beyond anything she could imagine. She expressed interest in

volunteering to help the CE Committee with the September workshop for trustees and has some suggestions. She is doing a workshop for the Southwest Cooperative in March. She says 2020 is a big year for millages and she has 13 already, including Dorr and Montcalm County libraries. She talked about the Governor and the DC budget/library funding issue and suggested there may be another letter writing campaign. She thinks Advocacy Day should be good and for LLC not to worry about sending too many people.

- h) Diane Kooiker (HO) said that they signed papers to commence the renovation of the Herrick North Branch. They will close April 20th-25th for the move to the mall and hope to have it complete by December. They also have a Library of Things that is up and doing well. The SAD lights are the biggest circulation item, but they also have frisbees, Osmos some measuring tools and more.
- i) There were no other comments from board members.

13) **NEXT MEETING:** Thursday, March 12, 2020, 9:30 a.m. at Kent District Library Service Center

14) **ADJOURNMENT:** Lance Werner moved, supported by John McNaughton, to adjourn at 10:33 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder