

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, December 10, 2020 at 9:30 a.m.
Via Zoom**

Present: Dale Parus [9:41 a.m. due to technical difficulties], Diane Kooiker, Karen McKinnon, Kelly Richards, Peggy Hemerling, Lance Werner, John McNaughton, and Shirley Bruursema
Staff Present: Carol Dawe and Kelly Schroeder
Absent: Mattie Cook

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:33 a.m. by John McNaughton. There were 28 additional participants.
- 2) **APPROVAL OF AGENDA:** Shirley Bruursema moved, supported by Peggy Hemerling, 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:** Karen McKinnon moved, supported by Diane Kooiker, to approve the Board minutes from November 12, 2020 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:** Diane Kooiker moved, supported by Kelly Richards, to approve the Financial Reports as presented - *motion carried*.
- 7) **PRESIDENT’S REPORT:** Dale was not yet present, so there was no report.
- 8) **DIRECTOR’S REPORT:** Carol Dawe said everyone has been working hard and she notices a lot of people are quieter these days in the virtual meetings. She added that we will weather this, and we are all in it together. Call, email, or text her if you need anything. Shirley Bruursema asked Carol if she was getting less contact from the Directors and Carol said she was not. Carol also said that everything is just more difficult, and people are getting decision fatigue. Carol then mentioned that the deadline to choose scoping choices for BiblioCommons was yesterday.
- 9) **COUNCIL/COMMITTEE REPORTS:**
 - a) Advisory Council Official October 8, 2020 Minutes: There were no comments or questions.
 - b) Finance Committee Unofficial November 30, 2020 Minutes: Dale Parus arrived at 9:41 a.m. and took over the meeting. He mentioned that State Aid went up and Carol said that amount was about \$24K. Dale added that states may be getting more aid for COVID-19 related assistance.
 - c) Personnel Committee Unofficial December 2, 2020 Minutes: Dale outlined the process for the Cooperative Director Evaluation. He added that there has been discussion on if there was any way they could reward Lakeland staff for this fiscal year. Shirley asked for clarification on whether it was just board members evaluating Carol. Dale explained that was the case and that the board was a good representation of the cooperative.
- 10) **UNFINISHED BUSINESS:**
 - a) Operating Budget Revisions – Carol explained that what changed was adjusting for State Aid we received and leaving Fund Balance alone to save for the future. She said LLC will try to remain lean this year. There will also be a review of how service fees are charged to libraries in an attempt to make it simpler and clearer. The audit was last week, and it went well. The CE budget will get back some money to use for workshops. Peggy asked about the raises for LLC staff that were in discussion from the committee meetings and would approval of the budget revisions negate the possibility of those. Carol said that they could still review it and make an amendment to the budget later. Peggy Hemerling moved, supported by John McNaughton, to approve the revisions as presented – *motion carried*.
- 11) **NEW BUSINESS:**

- a) Bank Resolutions for Fund Depositories and Authorized Signatures: Dale clarified that this was a yearly process and Carol added that it was a formality that needed to be approved by the Board. Shirley Bruursema moved, supported by John McNaughton, to approve the bank resolutions as presented - *motion carried*.
- b) MERS Addendum and Signatures: Dale explained that there were some revisions to stay up with the laws, but no changes to the accounts. Kelly Richards moved, supported by John McNaughton, to approve the MERS documents as presented – *motion carried*.

12) **PUBLIC COMMENTS:**

- a) There were no public comments.

13) **BOARD MEMBER COMMENTS:**

- a) Dale Parus (IC) said Ionia was voting on some issues this evening and to wish them luck.
 - b) John McNaughton (GRPL) wished everyone Happy Holidays and to hang in there.
 - c) Kelly Richards (UM) encouraged everyone to do something funny today.
 - d) Peggy Hemerling (BH) said the library building was closed, but computers were available by appointment. Their drive-thru was open and busier than it was in June.
 - e) Shirley Bruursema (KDL) mentioned changed with FOML and the Trustee Alliance portion of the organization. She is doing a lot of training from home. KDL is still busy and they had a successful staff day. She wished everyone Happy Holidays and to stay well and safe.
 - f) Diane Kooiker (HO) said that Herrick's North Branch is closing Friday for about a month and a half as they move to the newly renovated and expanded building. She said it was exciting and a good project.
 - g) Lance Werner (KDL) also wished everyone Happy Holidays and encouraged everyone to stay on top of MIOSHA regulations as they are checking and issuing fines.
 - h) Karen McKinnon (AL) said they are doing well and staying healthy. Curbside is going well, and they are sending out a lot of the weekly craft kits. Amber McLain (OJ) added a quick shoutout to all the youth services staff for all they have done during these restrictive times.
 - i) There were no other comments from board members.
- 14) **NEXT MEETING:** Thursday, January 14, 2021, at 9:30 a.m. via Zoom pending OMA amendment. Carol explained that they had to cancel the sessions on this and hoped to reschedule in a week or two and then we will know more.
- 15) **ADJOURNMENT:** Peggy Hemerling moved, supported by Kelly Richards, to adjourn at 10:05 a.m. - *motion carried*.

Respectfully submitted by,
Kelly Ann Schroeder