

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL
Thursday, March 9, 2017
Official Minutes**

1. Call to Order

Advisory Council Vice Chair, Dale Parus called the meeting to order at 9:59 am in the absence of Advisory Council Chair, Hope Nobel.

2. Public Comment: None

3. Approval of the Agenda

Motion by Powers, seconded by Bazan to approve the Thursday, March 9, 2017 Advisory Council agenda. Motion carried.

4. Approval of the Minutes

Motion by Walker, seconded by Engelsman Sharon to approve the January 12, 2017 Advisory Council meeting minutes. Motion carried.

5. Board Report - Teresa Williams Krupar

Krupar reported that Diane Kooiker (Herrick) had given a presentation on Herrick's 3-Year Strategic Budget plan and that handouts from the presentation were available. Questions about the handout, contact Diane.

A. Call for Representatives to the CE Committee

Krupar called for Director' to consider representation on the Continuing Ed Committee. She stressed that it was a working committee with no voting and lots of fun projects, workshops, and program opportunities. If interested, please send staff to committee meetings which take place on the third Thursday of the month at Georgetown Library. Please keep Sandra Wilson informed about staff you send as new members and Pam Myer as well since it is typically a small group and Pam will need to plan for larger groups if there is a lot of interest.

6. Director's Report - Sandra Wilson

Wilson reported that they continue with work on LLC's budget for next year. She reminded members to return menu service agreements by April 1 and also that the plan of service vote was sent out for Member Board vote. She reminded members to get those back in a timely manner. Legislative representative guides from MIRS will come out soon. She will keep us informed.

7. Committee Reports

A. Continuing Education- (PAGE a-7) Minutes of meetings provided in packet no additions

B. Youth Services - No report

C. Personnel - Teresa Williams Krupar - None

D. Finance Committee - Diane Kooiker

Finance committee met for the first round of budget review. Revisions are expected on a few things in operation and few things in savings revisions. Next year's budget should be similar to last year's budget.

8. Other Reports If Representatives Present

A. MLA Board Representative Report - Ray Arnett not available

B. MLA Legislative Committee Report- Shirley Bruursema, Lance Werner and Dale Parus

Dale Parus reported that the Committee has not met for March yet since the meeting was delayed. Report incomplete.

Issues with hospitals seeking tax exemption won their first case. MLA continues working with House and Senate to make contacts in regards to this issue. Committee is also working to get legislative fixes to tax capture legislation. Grey areas in the bill that need clarification

9. Old Business: -None

10. New Business

A. Discussion and Review of 3-Day Delivery Service - (PAGE 8) six month test window.

LLC Business Manager, Terry Cross reported that the cost to implement 3-5 day delivery service is currently \$1100 more annually than 2-5 day delivery. Actual costs to individual libraries is part of draft 1 budget with equal charges to individual libraries at \$679 per year.

He reported that changing to 3 day delivery was cost effective with little overtime pay involved. Total cost would not change much at 3 5 day....go back to 2 day only \$55 annually

Individual members reported on how 3 day delivery had impacted their library with mostly positive results.

Motion by Powers, seconded by Sheridan to continue with 3 day 5 day with current equal costs to all libraries. Motion carried.

B. Proposed Amendment of Bylaws Article III Integrated Library System Council, Section III-1. Members - (PAGE 9)

Pam Myers questioned the motion that came forward as not accurate to the exact statement drafted at the ILS meeting. It was not significantly different but she felt the changes had altered the original intent of the amendment.

Laura Powers and Pam Myers were called on to clarify original motion.

Discussion ensued.

Motion by Krupar, seconded by Powers to send the amendment language back to ILS Council for revision and resubmit to Advisory Council at the next April meeting. Motion carried.

C. Strategic Plan Goal 1, Objective G3, Action to Consider Methods to Increase Funding to Lakeland - Sharing of Ideas - (PAGE 10)

Sandra – called for brainstorming on what can LLC do to sell to others or members to increase incoming revenue. Sheridan objected to reselling database to members.

Myers – suggestion church libraries are not aware of discounts thru B&T with affiliates – Nobel added Christian schools as well. Expand reach to let other organizations know that they can buy a membership for discount.

Is it the will of council to pursue associate memberships since prior attempts by LLC bookkeeper to send letters out to school promoting benefit of membership was not successful?

Myers encouraged LLC to contact church libraries and also distribute marketing materials to all LLC members so they can market it as well. Cost for an affiliate membership is currently \$125. Should associate membership fee increase to make it more worthwhile?

Myers also suggested that LLC add marketing associate membership to website. Let fee stay at \$125.

Nobel presented an idea gleaned from ALA – which would be a larger project time and more planning. Noble suggested that LLC members consider Friends groups as consultants to libraries to provide expertise and advice to other libraries.

At 10:39 Advisory Council Chair, Nobel, takes over as chair of the meeting.

D. A & B Nominating Committee for Board Representative Elected Appointed

Both A and B groups choose 2 people to work on the nominating committee

Individual groups met

Group A. Nominating Committee representatives

Jonelle Ball – Home Township Library (*Appointed by Advisory Chair Hope Nobel*)

Ingrid Boyer – Saugatuck Douglas

Janice Williams – TC Reynolds Township Library

Group B Nominating committee representatives

Laura Powers – Flat River Community Library (*Appointed by Advisory Chair Hope Nobel*)

Claire Sheridan - Spring Lake

Bethany Nettleton – Fruitport Library

Laura Powers asked for clarification on whose LLC board seats were to be filled.

A's filling Janice Williams seat on the board

B's filling Teresa Williams Krupar seat on the board.

E. Board Closed Meeting Presentation - Lance Werner, Kent District Library Director

Lance Werner gave information on sections 7 procedure and section 8 reasons for closed session of the Open Meetings Act.

Lance read these sections

Reported that the board is not permitted to make any decision during a closed session.

Need to state reason for closed meeting in open minutes requires 2/3 vote of board to go into closed session boards can determine who will be allowed to participate in a closed session. A closed session should include all board members and the board can ask anyone not a board member to leave the session.

Separate minutes are required for a closed session. Closed session minutes go into a sealed envelope and closed session minutes are legally required to stay on the business premises. Minutes kept in secure

location. Not to be disclosed unless court order. Kept a year and a day and then destroyed. Required to keep minutes secured. Approved by board at next meeting. Part of public record....if sensitive subject minutes can be approved in a closed session.

Lance encouraged members to exercise the greatest degree of transparency as possible when tax payer money is involved. Including the option for a closed session on every agenda contradicts this and should not be a regular practice.

Lance encouraged the proper protocol when dealing with staff discipline issues. Needs to be disciplinary proceeding and staff needs notice of discipline.

How much notice – can be spontaneous but must be sure that all requirements are met.

Libraries are not required to publicly post closed session meetings.

Lance reviewed the reasons to call a closed session and encouraged those with more questions to review Section n7 and 8 mcl 15.267 mcl 15.268 of the Michigan Open Meetings Act.

11. Member Announcements

Donna Clark – reported that Cedar Springs is finishing the main part of the new library.

Claire Sheridan reported that Spring Lake Library received an overpayment of PPT reimbursement from the State. She had contacted treasury to find out if they had to pay back the money. If mistakes are made in the amounts distributed the library will not be asked to refund that money, however, future PPT reimbursements to your library may be garnished to make up that difference.

Natalie Bazan, Hopkins/Dorr director will be resigning due to relocation to Illinois. She introduced the Hopkins/Dorr interim Director, Elyshia Schafer, and stated that the Directors position at these two libraries will be listed together.

Bethany Nettleton, Fruitport Library reported that the library was now using Sierra.

Kerry Fountain, Clarksville – reported that the library had moved out before the building collapsed as reported in the news.

12. Next Scheduled Meeting: May 11, 2017, following Board meeting at KU.

13. Motion by Boyer, seconded by Martin to adjourn. Meeting was adjourned at 11:19 am

Minutes by LaVonne Marshall