

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL
Thursday, May 11, 2017 Meeting
OFFICIAL MINUTES**

1. Call to Order

Advisory Council Chair Hope Nobel called the meeting to order at 10:45 a.m.

2. Public Comment

There was no public comment. Hope welcomed Elyshia Schafer, new director of the Dorr Township and Hopkins District Libraries to Lakeland. She also thanked Teresa Williams Krupar for the treats provided at the Board meeting.

3. Approval of the Agenda

Motion by Janice Williams, second by Bob VandeVusse to approve the May 11, 2017 Advisory Council agenda. Motion carried.

4. Approval of the Minutes

Motion by Sharon Engelsman, second by Laura Ortiz to approve the March 9, 2017 Advisory Council meeting minutes. Motion carried.

5. Board Report – Teresa Williams Krupar

Teresa reported that the Board had voted at the earlier meeting to credit back the Cataloging Fund Balance to the member libraries in FY2017-2018. The credit will be split between the quarterly billings.

6. Director's Report - Sandra Wilson

Wilson reported that the Finance Committee has begun work on Draft 3 of the FY2017-2018 budget. At its next meeting the Finance Committee will also be looking at the capital improvement plan.

7. Committee Reports

A. Continuing Education- The report was distributed in the agenda packet. Teresa Williams Krupar announced that the committee is planning to hold a full day workshop with a speaker from ALA on February 19, 2018 (President's Day). She encouraged members to consider closing that day using the event as a staff in-service opportunity. Mark your calendars.

B. Youth Services - No Report

C. Personnel – No Report

D. Finance Committee – No Report

8. Other Reports If Representative's Present

A. MLA Board Representative Report.
No report.

B. MLA Legislative Committee Report.

Dale Parus gave the report. The Legislative Committee is working on two main concerns. The first are the clean-up bills for the tax capture legislation passed earlier in the year. The purpose of the clean-

up bills is to close some of the loopholes that have come to the attention of the legislature since the bills were passed. The second concern is the upcoming budget and State Aid. There are a number of legislators who will term out in the 2018 election. Concerning State Aid, the Senate has been very supportive and even proposed an increase in State Aid. The House is less supportive. He noted that MLA has a great lobbyist but everyone must be prepared to act quickly when needed.

9. Old Business

None

10. New Business

A. MLA National Insurance Services Health Insurance Presentation

Brian Mortimore introduced Brian Mitchell from National Health Insurance Services. Mitchell gave some background on the organization's services. They specialize in insurance services in the public sector. They are working through MLA and the organizational membership program to form a group with a minimum of 250 employees from libraries in Michigan to offer competitive health insurance rates. Most small libraries have only a handful of employees and no leverage concerning rates and rate increases with insurance companies. They are asking MLA members to consider making National Health Insurance Services their agent of record so that an RFP can be issued for a group health insurance plan. They need 250 employees in the group to be able to issue the RFP and receive back proposals. Several libraries in Michigan have already signed on including Kent District Library. They are getting close to the 250 threshold. Once the RFP is issued, a committee of the participants will evaluate the proposals and choose one. At that point, all Michigan libraries will be offered the opportunity to participate. Their goal is to have the new plan in place as of January 1, 2018. The only requirement to be part of the initial group is for the library to sign a letter designating National Insurance Services as their agent of record. Once that letter is signed, National Insurance Services will be able to ask the carriers for the library's data. If there is no savings, there is no obligation for a library to continue with National Insurance Services. Broker commissions will be shifted to National Insurance Services with a percentage going to MLA. Brian handed out a brochure with a letter from MLA. Contact him if you are interested in participating at bmitchell@nisbenefits.com or call 269-569-4033.

B. Employee Staffing Tool presentation

Brian Mortimore, Human Resources Director at Kent District Library presented a progress report on a staffing assessment tool for libraries to use in the hiring process. Many industries have developed aptitude tests to administer to prospective employees in order to strengthen the hiring process. Brian noted that there was no such tool for prospective library staff members. Kent District Library has partnered with Performance Assessment Network (PAN) to create a custom assessment exclusively for library leaders. Once fully developed, the assessment will be available to all libraries nationwide. Brian reported that the tool development process is now in its testing/validation phase and they are looking for library staff volunteers to take the assessment (at no charge). There are a number of libraries doing this throughout the US and Canada. Lakeland libraries who are interested in participating in this validation phase should email Brian Mortimore at bmortimore@kdl.org. Include the word "assessment" in your email subject heading and let him know how many participants there will be from your library. They need an additional 50 people to take the assessment in this phase. The assessment is designed for front line staff including circulation, information, paraprofessionals, and others. Once the assessment is made available to libraries PAN will charge on a per person basis for it.

C. MLA Organizational Membership Form
Provided in the packet for information.

D. FY17-18 Advisory Council Schedule
The schedule of meetings for FY2017-2018 was included in the packet.

E. Group A & B Board Representative Election
The two groups elected the following people to represent them on the Lakeland board from October 2017 – September 1019: Sharon Engelsman from the Salem Township Library (Group A) and Teresa Williams Krupar from the Fennville District Library (Group B).

11. Member announcements

None

12. Next Scheduled Meeting: July 13, 2017 following LLC Board meeting at KU.

13. Motion by Laura Ortiz, seconded by Laura Powers to adjourn the meeting. The meeting adjourned at 11:45 a.m.

Submitted by,

Sheryl VanderWagen, ILS Manager