

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Official  
Thursday, February 10, 2022, at 9:30 a.m.  
Kent District Library Service Center**

Present: Dale Parus, Maggie McKeithan, Diane Kooiker, Karen McKinnon, Shirley Bruursema, Peggy Hemerling, John McNaughton, Lance Werner  
Staff Present: Carol Dawe and Sheryl VanderWagen  
Vacant seat: Muskegon Area District Library Director

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Dale Parus. There were 21 additional participants.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Karen McKinnon, to approve the agenda as presented - *motion carried*.
- 3) **NEW BUSINESS PART 1**
  - a) Annual Audit Report with Matt Holland from Gabridge & Company: Lakeland received an unqualified audit for fiscal year 2020-2021. Matt thanked Janet and Carol for their assistance during the process. There were no further questions. Motion by Lance Werner, supported by Peggy Hemerling to accept the audit report for FY2020-2021. *Motion carried*.
- 4) **QUESTIONS FROM MEMBERS:** None
- 5) **PUBLIC COMMENTS:** None
- 6) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Peggy Hemerling, to approve the board minutes from January 13, 2022, as presented – *motion carried*.
- 7) **FINANCIAL REPORT:**
  - a) January Financials and Check Register: Motion by Lance Werner, supported by John McNaughton to approve the January financial report and check register as presented – *motion carried*.
- 8) **PRESIDENT’S REPORT:** Dale Parus reported that the ad-hoc membership committee is still working through information and that there is no recommendation at this time.
- 9) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe gave an update on the situation with the recent email issues. The server has been restored and email is working properly, she thanked everyone for their patience while the issues were being resolved. She noted that she will be asking directors for emergency contact information such as mobile phone numbers and/or alternative email addresses. She gave an update on the progress of the ARPA grant. There are 58 individual libraries who are making their selections now. When that group is finished, the content groups will begin their selecting. Everything is currently on schedule.
- 10) **COUNCIL/COMMITTEE REPORTS**
  - a) Advisory Council Official Minutes – December 9, 2021: included in the packet for information
  - b) Membership Ad Hoc Committee Reports – Nothing to report currently. The group will be scheduling their next meeting.
- 11) **NEW BUSINESS PART 2**
  - a) Budget Amendment for Pass Through for MI-83 Capacity Grant Funds: Motion by Peggy Hemerling, supported by Maggie McKeithan to approve the Budget Amendment for MI-83 Capacity Grant Funds as presented – *motion carried*
  - b) Strategic Planning: The 2016 Strategic Plan and the 2018 ILS Strategic Plan summaries were in the packet for information. Carol Dawe recommended that we complete the work on the Plan of Service and the Bylaws before beginning the formal strategic planning process. She recommended that we start by building on the 2018 ILS Strategic Plan, putting aside funds in the upcoming 2022-2023 budget with a target start date of October 2022. She also recommended that we contact Amanda Standerfer who did the 2018 plan for a quote to update and continue

from that plan. The board agreed to this process by consensus. Carol will contact Amanda for more information and costs.

**12) PUBLIC COMMENTS:**

Heather Wood-Gramza (OZ) announced that she will be leaving Howard Miller Public Library to take the MeL Coordinator position at the Library of Michigan. She thanked everyone for their support and looks forward to working with us in her new capacity.

**13) BOARD MEMBER COMMENTS:**

Lance Werner reported that KDL celebrated the one-year anniversary of the opening of the Amy VanAndel Branch in Ada. He also encouraged everyone to support Kelvin Watson for ALA President. Kelvin is the director of the Las Vegas Clark Public Library.

Karen McKinnon reported that Leighton Township Library has moved into their building addition. They are still putting on the finishing touches. They are planning an open house for March.

John McNaughton encouraged libraries to train their staff for all types of emergencies. When situations arise training makes all the difference; GRPL recently had an incident at a branch and staff there were able to efficiently manage the situation because they had rehearsed emergencies in training and knew what to do when a real emergency occurred.

Maggie McKeithan reported that she and two Spring Lake staff members will be attending PLA in Portland OR in March thanks to the Library of Michigan's stipends for continuing education. She encouraged libraries to apply for those funds.

**14) NEXT MEETING:** Thursday, March 10, 2022, 9:30 a.m. at Kent District Library Service Center.

**15) ADJOURNMENT:** Lance Werner, supported by John McNaughton moved to adjourn at 10:08 a.m. - *motion carried.*

Respectfully submitted by,  
Sheryl VanderWagen