

Mid-Michigan Library League
Board of Trustees Meeting Minutes

May 16, 2024

Benzonia Public Library

10:00 a.m.

Call to Order: Lois Langenburg, Chair, called the meeting to order at 10:00 a.m.

Call to Order: Mary Peterson (Group 1); Amanda McLaren (Group 2); Tracy Logan-Walker (Group 3); Eric Smith (Group 5); Lois Langenburg (Group 6); Valerie Church-McHugh (Group 7); Jean Gaskell (Group 8); Justine Peterson (Group 9)

Members Absent: Diane Eisenga (Group 4)

Also Present: Jennifer Balcom, Director, MMLL

Approval of Agenda: M/S Church-McHugh /Logan-Walker to approve the agenda.

Approval of Minutes: M/S McLaren/Church-McHugh to approve the minutes from March 21, 2024 Board Meeting as amended. Motion passed.

Amendments included a change to Members Absent: Valerie Church-McHugh (Group 7).

Public Participation and Communications: Member Logan-Walker spoke for the Advisory Council. Amanda McLaren has agreed to serve as co-chair after the retirement of Cindi Place. The April meeting featured a fascinating presentation on artificial intelligence. The presentation video is available on the MMLL website.

Financial Report: M/S Smith/J. Peterson to approve the purchase journals from 3/24 and 4/24. Roll Call: M. Peterson- Aye; McLaren- Aye; Logan-Walker- Aye; Smith- Aye; Langenburg-Aye, Church-McHugh-Aye, Gaskill-Aye, J. Peterson- Aye

M/S Church-McHugh/McLaren to accept the Financial Reports for 3/24 and 4/24. The motion passed.

Oath of Office: Diana Heller, Notary of the Benzonia Public Library administered and witnessed the Oath of Office. Copies of the notarized oaths are filed with the League.

Director's Report: Director Balcom informed the board that state aid payment amounts should be close to those of last year. Four member libraries qualified for partial state aid. The Library of Michigan works to assist these libraries as much as possible. The most common issue is libraries not meeting the income requirements.

The Department of Justice has changed the rules for government websites and ADA accessibility. PDF's are no longer considered ADA accessible as they are not machine readable. This also effects links. Any website linked to a library website must also be ADA compliant. The timeline for compliance is based on service population with smaller libraries given more time. Foster, Swift, and Collins are planning an online talk to assist with the issue.

More libraries participated in the second round of mini-grants. All grants were approved!

Planning for the Annual Meeting is underway. Amanda McLaren of Benzonia Public Library and Laura Marion of the Missaukee District Library are assisting with the planning. The committee is seeking a keynote speaker who can offer a talk that is practical, relevant and inspiring. The Director has approached Kristin Fonticharo as a possible speaker.

The Director would like to encourage the membership to make sure they are compliant with the Open Meetings Act. For example, the board meeting schedule must be published in the newspaper at the beginning of a library's fiscal year. Also, Budget Hearing announcements must be published in the local newspaper according to very specific rules, including font size. Meeting minutes and agendas must be posted on a library website. For more info, library staff can consult the guide made available on the Library of Michigan website.

The Director is attending the ThinkSpace conference in Mackinaw City from May 22-24.

The artificial intelligence training received good participation as did the Canva training and youth services meeting.

The Department of Labor has made a change to the criteria that defines exempt vs. non-exempt employees. The yearly salary requirement has been increased.

Committee Reports:

Finance: No meeting/report. The budget meeting is set for July 10, 10 am. At the Ludington Library.

Personnel: No meeting/report

Old Business:

M/S M. Peterson/Gaskill moved to remove previous Director, Sheryl Mase as a bank signatory from the 5/3 of Cadillac bank accounts. Roll call: M. Peterson- Aye; McLaren- Aye; Logan-Walker- Aye; Smith- Aye; Langenburg-Aye, Church-McHugh- Aye, Gaskill-Aye, J. Peterson- Aye

M/S Gaskill/M. Peterson moved to approve opening a new bank account at Huntington of Cadillac with Lois Langenburg, Chair and Jennifer Balcom, MMLL Director as signatories. Roll Call: M. Peterson- Aye; McLaren- Aye; Logan-Walker- Aye; Smith- Aye; Langenburg-Aye, Church-McHugh- Aye, Gaskill-Aye, J. Peterson- Aye

M/S Smith/J. Peterson moved to approve the implementation of Direct Deposit for Mid-Michigan Library League employees beginning July 1, 2024. The motion passed.

M/S Langenburg/McLaren moved to close all accounts with 5/3 Bank of Cadillac. Roll Call: M. Peterson- Aye; McLaren- Aye; Logan-Walker- Aye; Smith- Aye; Langenburg-Aye, Church-McHugh- Aye, Gaskill-Aye, J. Peterson- Aye

New Business:

The Director has been doing research on updating the MMLL website. She reached out to the Library of Michigan and Ploud to ask about any steps the organizations are taking to assist with DOJ compliance.

The Library of Michigan couldn't offer any assistance and she is still waiting for a reply from Ploud. She continues to seek solutions and is attempting to streamline the current site.

Public Comment: None

Advisory Council Comments: None

Board Member Comments: Board members requested a presentation about the Michigan Class investment pool for the August meeting.

Adjournment: The meeting adjourned by unanimous consent at 11:40 a.m.