

Mid-Michigan Library League
Board of Trustees Meeting Minutes

Sept. 19, 2024, 2 p.m.

Crystal Mountain Resort, Thompsonville, MI

Call to Order: Lois Langenburg, Chair, called the meeting to order at 2:52 pm

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); Justin Peterson (Group 9);

Members Absent: Diane Eisenga (Group 4)

Also Present: Jennifer Balcom, Director, MMLL

Approval of Agenda: M/S Church-McHugh/J. Peterson to approve the agenda.

Approval of Minutes: M/S Smith/McLaren to approve the minutes from Aug. 22, 2024 Board Meeting as presented. Motion passed.

Public Participation and Communications: There was no public participation or communications.

Financial Report: M/S Church-McHugh/Smith to approve the purchase journals from 8/24.

Roll Call: M. Peterson- Aye; McLaren-Aye; Logan-Walker- Aye; Smith-Aye; Langenburg- Aye, Church-McHugh-Aye; Gaskell- Aye, J. Peterson- Aye

M/S Church-McHugh/M. Peterson to accept the Financial Reports for 8/24. The motion passed.

Director's Report: Director Balcom is reviewing contracts for services, like Encompass EAP, and Transparent Languages.

The Director offered board trainings at the Big Rapids and Marion libraries.

She attended the Co-op Director's retreat held at the Hackley Public Library in Muskegon.

Next week, the director will attend the UPRLC conference in Escanaba. She looks forward to sharing what she learns.

Committee Reports:

Finance: No meeting/report

Personnel: No meeting/report

Old Business:

FY 2024-2025 Proposed Budget- The board discussed the Fiscal Year 2024-2025 proposed budget. The changes from the previous year are minimal. A 2.5% COLA increase is included under staffing costs.

M/S Church-McHugh/Gaskill to approve the proposed FY 2024-2025 budget.

Roll Call: M. Peterson- Aye; McLaren-Aye; Logan-Walker- Aye; Smith-Aye; Langenburg- Aye, Church-McHugh-Aye; Gaskell- Aye, J. Peterson- Aye

Office Space- The Director noted the current office lease is up in May 2025. The landlord has proposed a three year lease with a 3% increase to the rent each year. The board acknowledged that the current space was less than ideal but the task of moving spaces is challenging. The Director noted that she would be glad to work in a library if one within the co-op had the extra space. She also noted that while some co-ops encouraged their directors to work entirely remotely that creates two issues for MMLL: 1. The storage of public files in a private residence. 2. It doesn't provide a neutral space for the director to work with the book keeper. Board members were encouraged to consider alternate solutions to the current space and share them.

New Business:

Election of Officers for Fiscal Year 2025- After consulting board by-laws it was noted that the current officers were all eligible to continue their positions.

M/S Church-McHugh/McLaren to approve the slate of officers as presented. Motion passed.

Lois Langenburg- Chair

Diane Eisenga- Vice chair

Secretary- Tracy Logan-Walker

Treasurer- Valerie Church-McHugh

FY 2025 Proposed Holiday and Meeting Schedule- Board members discussed locations for the meetings and amended the schedule as follows:

Nov. 21, 2024, 10 am – Cadillac Wexford Public Library- Cadillac

Jan. 16, 2025, 10 am- Cadillac Wexford Public Library-Cadillac

March 20, 2025, 10 am- Mason District Library- Ludington

May 15, 2025, 10 am- Glen Lake Library- Empire

August 21, 2025, 10 am- St. Ambrose- Benzonia

September 18, 2025- Annual Meeting- TBD

M/S Logan-Walker/J. Peterson to approve the schedule as amended. Motion passed.

Emergency Geek MOU FY 2025- Logan-Walker recused herself from discussion and voting.

M/S Langenburg/M. Peterson to approve the MOU as presented. Motion passed.

Encompass EAP FY 25- The board discussed the usage of the program. It was agreed that the co-op would pay for another year of the program and member libraries would work on advertising the program to encourage greater participation. Usage would be evaluated again in 2025.

M/S Church-McHugh/McLaren to approve the renewal of Encompass EAP for another year. Motion passed.

FY25 Plan of Service- The board discussed areas in the plan that may require amendment. In light of the late hour, board members agreed to table the issue and revisit it at the November meeting.

Public Comment: None

Advisory Council Comments: None

Board Member Comments:

Adjournment: The meeting adjourned by unanimous consent at 3:51 p.m.