

**Mid-Michigan Library League  
Board of Trustees Meeting Minutes  
August 19, 2021  
Cadillac Wexford Public Library  
10:00 a.m.**

**Call to Order:** With a quorum present, Eric Smith, Chair, called the meeting to order at 10:08 a.m.

**Members Present:** Cindi Place (Group 1); Tracy Logan-Walker (Group 3); Eric Smith (Group 5); Lois Langenburg (Group 6); Valerie Church-McHugh (Group 7); Sarah Welch (Group 8)

**Members Absent:** Deb Greenacre (Group 2); Diane Eisenga (Group 4); Patti Rockafellow (Group 9)

**Also Present:** Sheryl Mase, Director, MMLL

**Approval of Agenda:** M/S Logan-Walker/Place moved to approve the agenda. The motion passed.

**Approval of Minutes:** M/S Place/Logan-Walker moved to approved the minutes from May 20, 2021. The motion passed.

**Public Participation:** Cindi Place, Chair of the Advisory Council, reported on the following:

- The Council is still meeting two times per month - once as a formal meeting and once as an informal chat.
- The Annual Meeting is being planned by volunteers. There will be poster presentations from 10 libraries so far. Sheryl will give an update with a review of the MMLL website. Presentations from the Library of Michigan (Shannon White and Clare Mmbiela) are scheduled. The lunch will be plated according to Covid guidelines. A MMLL Board meeting will end the day. Sheryl will try to record the speakers for those members that cannot attend the conference.
- The Plan of Service needs to be updated. Eric will send out a reminder to libraries to review and send suggestions for changes to the plan.

**Financial Reports:**

M/S Place/Langenburg moved to approve the purchase journals from May, June and July 2021. Roll Call: Place - Aye; Logan-Walker - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye. The motion passed.

M/S Church-McHugh/Place to accept the financial reports from May, June and July 2021. The motion passed.

**Director Report:**

Sheryl reported on the ARPA funds which have been allocated to the Library of Michigan but not yet released by the legislature. Sheryl helped write two of the grants. The Emergency Connectivity Fund application was submitted. The funding provides for payment for devices to circulate to patrons.

**Committee Reports:**

Finance Committee: Lois Langenburg reported that this committee met on August 5, 2021 to review and discuss the proposed FY22 budget.

Personnel Committee: No report.

**Old Business:**

Plan of Service: Some areas that may need review and clarification are:

- 1). Funding: The wording does not state exactly what MMLL is doing and should be clarified.
- 2). Core Services: The board discussed adding Employee Support Services as an addition to those already offered.

M/S Langenburg/Place moved to change the Plan of Service to include under Core Services Employee Support Services as funds allow so that MMLL may provide services such as an Employee Assistance Program to any member library. The motion passed.

M/S Logan-Walker/Place moved to instruct the director to secure a contract with Encompass Employee Assistance Program to provide services to member library employees for FY22. Roll Call: Place - Aye; Logan-Walker - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye. The motion passed.

Director Salary:

The board discussed the need to revise the MMLL policy/personnel handbook. This can be done when the new board officers are elected and committee assignments are selected in November. The Personnel Committee can address the annual increase of the director and revise the personnel handbook prior to May 2022. The annual increase should be at the anniversary of the director's hire date.

**New Business:**

FY22 Budget: Sheryl presented and reviewed the draft budget for FY22. The Finance Committee has recommended that this budget be approved. Approval of the new budget will be on the agenda for the September Board meeting at the annual meeting.

Affiliate Membership Policy Revisions: M/S Place/Logan-Walker moved to approve the proposed Affiliate Membership Policy revisions. The motion passed.

Affiliate Membership Benefits: M/S Place/Logan-Walker moved to approve the benefits extended to all affiliate members for FY22. The motion passed.

Board Members Comments:

Sarah Welch reported that she has established a Youth Services Group within the co-op to generate ideas for youth programming and services. She will report progress to the Advisory Council and the Board.

Cindi Place is investigating the addition of the Union Catalogue for Apollo.

Adjournment:

M/S Langenburg/Logan-Walker moved to adjourn the meeting at 11:43 a.m. The meeting was adjourned by unanimous consent.