

**Mid-Michigan Library League  
Board of Trustees Meeting Minutes  
August 15, 2019  
Cadillac Wexford Public Library  
10:00 a.m.**

**Call to Order:** With a quorum present, Patti Colvin, Vice Chair, called the meeting to order at 10:04 a.m.

**Present:** Mary Edens, Susan LaBelle, Eric Smith, Lois Langenburg, Valerie Church-McHugh, Patti Colvin

**Also Present:** Patti Skinner, Sheryl Mase

**Absent:** Diane Eisenga, Jeanette Fleury

**Approval of Agenda:** M/S Eric Smith/Lois Langenburg. Motion denied.  
M/S Mary Edens/Eric Smith to revise the agenda by eliminating the discussion replacing representatives and adding a review of Affiliate Membership Policy to Old Business. Agenda approved with changes.

**Approval of Minutes:** M/S Mary Edens/Eric Smith. Minutes approved.

**Public Participation and Communications:** Patti Skinner, Chair, Advisory Council reported on the most recent meeting held in Manistee on August 8th. There was discussion on the Annual Meeting to be held in Ludington on September 19th at the Lake House; the pros and cons of a shared ILS; 2020 Census and forming a Complete Count Committee (CCC). The Board gave Patti a huge “Thank You” for her dedicated service as Advisory Council Chair. A new chair is needed for FY20.

**Financial Reports:** M/S Valerie Church-McHugh/Mary Edens. Purchase Journals for May, June, July 2019 were approved with a roll call vote: Mary Edens - Yes; Susan LaBelle - Yes; Eric Smith - Yes; Lois Langenburg - Yes; Valerie Church-McHugh - Yes; Patti Colvin - Yes.

M/S Eric Smith/Valerie Church-McHugh to accept the financial reports for May, June, and July 2019. Motion approved.

**Director’s Report:**

- Sheryl/Eric discussed the Complete Count Committee and encouraged community agencies and libraries to partner to enhance the success/accuracy of the census count.
- Sheryl sent out member agreements for Overdrive. The new reduced pricing will begin in December. The savings will be put into purchasing additional content.

**Committee Reports:**

**Finance:** Eric Smith reported on the committee meeting held on July 9th. The committee recommends that the budget for FY20 be presented at the Annual Meeting.

**Personnel:** No report.

**Old Business:** Affiliate Membership Policy was changed at the May 2019 meeting to allow an application by any Michigan library. The list of benefits did not change from the previous policy.

**New Business:**

- A. MMLL FY20 draft budget - The Board discussed the proposed budget for FY20.
- B. MMLL FY19 Budget Amendment - M/S Mary Edens/Eric Smith to accept the FY19 Budget Amendment. Roll Call: Valerie Church-McHugh - Yes; Susan LaBelle - Yes; Mary Edens - Yes; Lois Langenburg - Yes; Eric Smith - Yes; Patti Colvin - Yes. Motion approved.
- C. M/S Eric Smith/Valerie Church-McHugh to approve the affiliate membership of Missaukee District Library. Motion approved.

**Public Comment:** None

**Additional Advisory Council comments:** MeL Training will be held at WSCC on September 6 by Theresa Runyan.

**Board Comments:** In order to clarify the process for recommending annual salary increases for the MMLL director, Eric Smith proposed a statement that addresses this. The Board discussed the implications of such a statement and where it would be placed (Personnel Manual, Director's Job Description?).

M/S Eric Smith/Mary Edens to approve an annual salary increase based on the annual COLA adjustment as figured by the Social Security Administration each year as well as on merit and MMLL budgetary health. Motion approved. The director shall propose the annual budget accordingly.

Cadillac Library will now charge \$25 for out of district patrons using the library.

**Adjournment:** There being no objections, Board Chair Colvin adjourned the meeting at 11:55 a.m.