

Mid-Michigan Library League Board of Trustees
Meeting Minutes
August 17, 2017

Call to Order: With a quorum being present Chair Eric Smith called the meeting to order at 11:15 a.m.

Present: Mary Edens (Group 1), Valerie Church-McHugh (Group 7), Patti Colvin (Group 3), Chris Cook (Group 8), Jeanette Fleury (Group 9), Chuck Haemker (Group 2), Lois Langenburg (Group 6), Eric Smith (Group 5)

Absent: Diane Eisenga (Group 4)

Also present: Sheryl Mase (Director), Miriam Andrus (Big Rapids Community Library), Mary Barker (Pentwater Township Library), Patti Skinner (Scottville branch of MCDL), Renee Snodgrass (West Shore Community College), and Jennifer Thorson (Reed City Area District Library)

Approval of Agenda: M/S Colvin/Edens; motion passed

Approval of May 18, 2017 Minutes: M/S Edens/Haemker; motion passed

Public Participation and Comments: Miriam Andrus, co-Chair of Advisory Meeting, summarized the discussion of the Advisory Council. They are excited about the proposed budget with tech support and e-resources included in the benefits of membership. Also, the co-chairs have planned the after lunch program for the annual meeting, which will impart lots of information in a short time.

Financial Reports:

Approve Purchase Journals from May, June, July 2017 – M/S Edens/Colvin; **roll call vote:** Edens – yes, Church-McHugh – yes, Colvin – yes, Cook – yes, Fleury – yes, Haemker – yes, Langenburg – yes, Smith – yes. Purchase journals approved.

Accept Financial Reports for May, June, July 2017: M/S Colvin/Church-McHugh; motion passed.

Director's Report: Mase checked with Board members to see if they were OK with the decision from the last meeting to print their own Board packets and keep their own notebooks in order. The decision of the group was to keep their own notebooks, but have Mase bring the “guts” to each meeting so everyone has the correct documents in order with page numbers for reference. Mase referred to her report included in the Board packet. Mase asked the Board to create an AdHoc committee to discuss and propose a definition, cost, and included services for Affiliate Membership in the Mid-Michigan Library League. The AdHoc will be Patti Colvin, Diane Eisenga, and Eric Smith. Mase

will set up a conference call with this group to discuss and bring a recommendation back to the full Board.

Mase asked for an E-resources Committee. Chris Cook, Miriam Andrus, Jennifer Thorson, and Eric Smith will serve.

Committee Reports:

Finance: The Finance Committee met, along with the Advisory Council Co-Chairs, at Ludington on July 27th. It was a productive meeting with the group reviewing five different budget scenarios presented by the director, with variations based on a physical vs. virtual office and different staffing options. Fleury described the budget recommended for approval by the membership and Board at the annual meeting. It is based on keeping the current office and current staffing configuration (full-time director, 10-hr. bookkeeper). It is a balanced budget which provides for \$15,000 to be spent on e-resources to serve the entire cooperative area, saves the mini-grant program at \$5,000, and adds a new tech support service to be doled out to the members at four hours each for the fiscal year. Members would be able to donate hours to other members as desired. MMLL would pursue an agreement for service with Emergency Geek Computer Service & Repair – Cory Walker, proprietor. Fleury mentioned the associated changes made to the Plan of Service and the Benefits of Membership document, which now includes a glossary.

Personnel: The annual evaluation of the director was completed and presented to the director. Mase received high scores, which totaled 43 out of a maximum score of 45. The Personnel Committee recommended the director receive a 3% increase, retroactive to July 23, 2017. A **roll call vote** was taken: Edens – yes, Church-McHugh – yes, Colvin – yes, Cook – yes, Fleury – yes, Haemker – yes, Langenburg – yes, Smith – yes; motion passed.

Old Business: The Mini-Grant application from Benzonia that was submitted on time but not received at MMLL due to an e-mail glitch was reviewed by the AdHoc Grant team and recommended for approval. M/S Church-McHugh/Fleury; motion passed.

Mase reminded the group of the district library discussion on Friday, August 25th at 1 p.m. to be held at the M. Alice Chapin Memorial Library in Marion. Clare Membiela and Kathy Webb from the Library of Michigan will be on hand. All are welcome.

New Business: Budget amendment request: M/S Fleury/Haemker to approve. A **roll call vote** was taken: Edens – yes, Church-McHugh – yes, Colvin – yes, Cook – yes, Fleury – yes, Haemker – yes, Langenburg – yes, Smith – yes; motion passed. General comments on the revised budget, Plan of Service, Benefits of Membership were very positive, with Colvin and others commending the hard work of the director to reduce all unnecessary expenditures and overhead for the cooperative in order to free up funds to better serve the membership.

Because of Houghton Lake moving out of MMLL and Ardis Missaukee failing to meet State Aid and choosing not to pay the equivalent cooperative state aid, there will only be three libraries in Group 4 in FY18. They are class I and II and their

combined service populations is much lower than other groups. The Board agreed to take a look at the represented groupings at the first meeting of the new fiscal year when new Board members take place and officers are elected (November 16, 2017).

Public Comment:

Additional Advisory Council Comments:

Board Member Comments: Edens mentioned that there is a new director at Leelanau Township Library in Northport, Nellie Danke. She appreciated the director reaching to her and driving up to have lunch. Haemker reported that in the first hiring attempt for the new director at Manistee, the candidate selected declined the offer, others had withdrawn, and it was decided to re-post. They received 19 applicants, selected 6 for online interviews, and will bring in the finalists for in-person interviews as soon as possible. The assistant director, Andrea Cosier, will serve as interim director.

Adjournment: Smith adjourned the meeting at 12:36.