

## **Mid-Michigan Library League Minutes**

### **March 17, 2016**

**Roll Call:** Dale Priester, Heather Bassett, Lisa Leedy, Mary Edens, Eric Smith, Jeanette Fleury, Patti Colvin, Dale Priester, Kim Frazho via speakerphone

**Excused:** Gay Budinger

**Approval of Agenda-***Mase asked to do a drawing under public participation*

Leedy moved to approve the agenda, Edens supported. Unanimously carried.

**Minutes-**Kim suggested Frazho change in the minutes

Colvin 3rd page correct retail to retain on page 3. Bassett moved to approve the corrected minutes, Fleury supported. Unanimously carried.

**Public Participation** Mase drew names for door prizes

**Replacement of Officer:** Heather Bassett was appointed Board Secretary

**Financial Reports:** Fleury moved to accept the January and February financial reports, supported by Leedy. Unanimously carried

*Salmon sheets, date was incorrectly stated as December but correctly noted in the body of the note for February.*

**Purchases Journal:** Leedy moved to approve the January and February purchases journal, supported by Smith Roll Call: Priester-Y, Bassett-Y, Leedy-Y, Edens-Y, Smith-Y, Frazho-Y, Fleury-Y, Colvin-Y. Unanimously carried

**Director's Report:** Mase informed board that a new tenant has moved into the adjacent space and it has been challenging at times. She is looking at options with a real estate agent for other space and does not recommend renewing our lease at this time. Jane Gyulveszi asked more detail about space concerns. Mase elaborated that Jack Sheehan is planning on retiring in the summer of 2017. Mase could then likely work from home with a virtual office. The Continuing Education group has been working on ideas. Eric Smith detailed a plan for a "car talk" for computers, type of tech support on a monthly basis allowing others to call in with questions. Michelle Moore mentioned a get together breakfast at Rural Library Conference for anyone wishing to join to share ideas. Mase will notify members of details. Mini grants have been paid out. Fleury asked how it was received that each received a smaller amount. Mase said all were happy. Maker kits are here. Maker team/committee will help implement these in hopes they will be ready to go in a month. Jack Sheehan will process the materials. Mase noted resolutions were received from 6 libraries that will be leaving MMLL and we will discuss under New Business.

**Finance Committee:** Jeanette Fleury, Eric Smith, Gay Budinger met, went over reports, and verified processes with Mase and bookkeeper Lisa Eash.

The finance committee is recommending using some of the fund balance in service areas and these are noted on the budget included in the packet. Bassett asked if the recommendation took into consideration of the departing libraries. Fleury confirmed it did, and Mase stated nothing will change this fiscal year as the 6 libraries' funds are committed to MMLL for the rest of the fiscal year. Mase noted revenues are consistently over expenses so the change with the loss of libraries should not have a significant impact. Mase will run another budget showing the changes in having 6 fewer members. Priester stated this is an issue for next budget year and not necessary to discuss this year. Smith explained that we are not removing money from fund balance to put more money into services but merely *putting less money* into fund balance. Edens asked if we know the state allocation will be for next year and Mase confirmed it will be the same for 2017 as it was in 2016.

**Budget Amendments:** Mase explained the changes. Edens moved to approve amendments as listed, supported by Frazho. Unanimously carried.

**Personnel Committee:** Colvin appointed Mary Edens to Personnel Committee.

Frazho reported she received a packet from Nannette Miller containing Sheryl Mase's evaluation documents. Frazho stated this was done before Mase's 1 year anniversary and is asked for guidance as she felt it was not in accordance to Mase's agreement. Edens advised prior ways it was handled that a summary of all were given to board but the reviews in their entirety with comments were given to Director. Summaries were kept separate from board vs. advisory. Fleury asked if each individual trustee's form were given to the director. Edens answered the Director is given all comments from each individual. Lengthy discussion ensued on various ways to handle.

Leedy recommended to give Mase the documents for review, gain insight into board opinion and shred thus making it an unofficial review. Board consensus agreed to do so and prepare for the 1 year evaluation. Smith asked for a better process to be established prior to the next review. Leedy suggested the Personnel Committee come up with a plan and process and present to Board for acceptance. Leedy reminded she won't be on Personnel Committee in 6 months so her spot will need to be filled. Colvin is ex officio member. Mase asked for clarification on Advisory seat on this committee. Advisory Chair is typically the advisory member. Colvin noted Diane Eisenga will be on.

**Old Business:** ALA Legislative day is May 2-3, 2016

**New Business:** Change in Board: Colvin reminded with 6 libraries leaving and 4 of them eliminating Group 3, changes our board to 8 groups instead of 9 and we will need to do significant restructuring. Much input is requested. Strategic planning has been suggested by Mase which will include the restructuring (handout was given with sample agenda). A consideration is being made to do Strategic Planning on a Sunday to get participation of Group 9. Edens showed concern about restructuring first and then strategic planning. Leedy stated it

might be a good idea to have your players in place before strategic planning takes place. Several board and advisory expressed concerns about a Sunday meeting.

Mase asked if we want to limit to librarians or non-librarians or any similar restrictions on board members. Leedy feels you don't want to put limits as each group is responsible for choosing their own board representative. Edens gave examples of how MMLL used to share board seats. There are many models for this. She suggested having multiple models to share and give examples. She suggested an Ad Hoc committee that meets to set up a few models. Kim Young suggested Ad Hoc come up with suggested groups and email out for input rather than create a lot of work over it.

Mary Edens would be willing to chair an Ad Hoc committee of 3 board and 3 advisory. Patti Colvin will participate along with Jeanette Fleury from Board, Ryan Deery, Miriam Andrus of Advisory will be on and Edens suggested ad hoc meet after May meeting

Mase included correspondence with the State Librarian about the 6 libraries leaving.

Leedy made a motion to accept notice to withdraw from Mid-Michigan Library League as of September 30, 2016 from Traverse Area District Library, Peninsula Library, Interlochen Library, Fife Lake Library, Kalkaska Library and Elk Rapids Library. Priester second. Discussion as Edens requested the motion to include a statement about the state aid payment. Leedy withdrew motion.

Edens made a motion to acknowledge the notice of membership withdrawal from Traverse Area District Library, Peninsula Library, Interlochen Library, Fife Lake Library, Kalkaska Library and Elk Rapids Library from the MMLL effective September 30, 2016 provided the state aid payment has been received. Leedy supported. Discussion: Mase stated that Traverse did not do a resolution but only supplied minutes so Randy Riley was to contact them to have them correct it. Colvin stated it was not preferred to hold them up on this and make them wait.

Unanimously carried.

**Advisory Comments:** Michelle Moore may be moving to Hawaii and has enjoyed 7 yrs here. Cathy Tacoma gave info on a WW2 veterans program.

**Board Comments:** Priester felt the withdrawal of the 6 libraries was not an issue of services we were providing but rather an issue of our personnel.

Leedy adjourn. Edens supports at 12:45pm.