

**Mid-Michigan Library League  
Board of Trustees Meeting Minutes  
May 21, 2020  
ZOOM Videoconference  
10:00 a.m.**

**Call to Order:** With a quorum present, Eric Smith, Chair, called the meeting to order at 10:01 a.m.

**Present (by roll call):** Mary Edens (Group 1); Susan LaBelle (Group 2); Patti Colvin (Group 3); Diane Eisenga (Group 4); Eric Smith (Group 5); Lois Langenburg (Group 6); Valerie Church-McHugh (Group 7)

**Also Present:** Sheryl Mase

**Absent:** Sarah Welch (Group 8)

**Approval of Agenda:** M/S Colvin/Edens to approve the agenda. Roll Call: Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye. Motion passed.

**Approval of Minutes:** M/S Edens/Langenburg to approve the minutes of January 16, 2020. Roll Call: LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh - (Group 7) - Aye; Edens (Group 1) - Aye. Motion passed.

**Public Participation and Communications:** Sheryl reported that the Advisory Council/Library Directors have been meeting weekly via Zoom. There has been positive feedback from the group for the ability to share current information with other directors.

**Financial Report:** M/S Church-McHugh/Colvin to approve the purchase journals from January through April 2020. Roll Call: Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye. Motion passed.

M/S Edens/Colvin to accept the Financial Reports for January through April 2020. Roll Call: Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye. Motion passed.

**Director's Report:** Sheryl Mase shared concerns about the future of Library Cooperatives because of the serious trouble that faces the state budget. She warned that state aid may be cut in the future. She summarized other news from her report:

- COVID-19 statistics
- Ordering PPE for libraries including hand sanitizer, face masks (disposable), gloves, thermometers, hand wipes
- Templates for COVID-19 Preparedness and Response Plans
- RBdigital statistics lower than would be expected
- CARES Act grant program
- H.O.P.E. Grant awarded for \$5000 to assist with RIDES payments for members
- New librarians at member libraries

Mary Edens and Eric Smith gave accolades to Sheryl for her efforts of support and information during this new era.

**Committee Reports:**

Finance Committee: Eric will schedule a date/time during the summer to meet to draft a new budget. The budget is due to be completed by August 13th when packets go to the membership.

Personnel Committee: There is a new board member from Group 8, Sarah Welch. Sheryl will “meet” with her to provide an orientation before our next meeting. Eric will reach out to Group 9 to try to find a board member for that open seat.

**Old Business:** Manistee has requested a change from RIDES services to branch offices to 5 day delivery to the main branch. M/S Colvin/Eisenga to approve the reimbursement plan for Manistee RIDES proposal. Roll Call: Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (group 4) - Aye. Motion passed.

**New Business:**

- A. Press Release: Two draft versions of a press release pertaining to re-opening libraries are available for individual libraries to use to publish in their communities.
- B. Budget Amendment Request: M/S Edens/Eisenga to amend the budget by adjusting the revenues (line 5500) and expenditures (line 9800) for the purchase of PPE and increase RIDES costs (line 8010). Roll Call: Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye. Motion approved.
- C. COVID-19 Preparedness and Response Plan: All libraries and possible the cooperatives must have an approved plan before they can re-open. M/S Edens/Langenburg to delegate and approve decision-making responsibilities regarding the Cooperative’s COVID-19 Preparedness and Response Plan to the MMLL Chair and Director. Roll Call: Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye. Motion passed.

**Public Comment:** A question was asked regarding the director’s evaluation. Church-McHugh will review past minutes regarding the decision to grant Sheryl an annual COLA increase to help with the budgeting process. Sheryl will create a summary of goals and accomplishments in lieu of a formal evaluation this year.

**Additional Advisory Council Comments:** None

**Board Member Comments:** Two new librarians (Cora Schaeff in Leelanau Township and Cindi Place in Bellaire) have been hired in Group 1. Patti Skinner from Mason County Library (Scottville Branch) will be fulfilling one of the requirements of her library degree by accepting an Internship with the Cooperative.

**Adjournment:** Hearing no objection, Chair Smith adjourned the meeting at 11:30 a.m.