

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center (KU)

April 8, 2010

Official

MINUTES

Board Present: Shirley Bruursema, Martha Esch, Sharon Galligan, Tom Genson, Toni Jagger, Pamela Myers, Bob VandeVusse, Marcia Warner

Board Absent: Stephen Dix

Call to order The meeting was called to order at 9:33 a.m. by President Myers. The roll-call sign-up sheet was circulated.

Agenda Motion by Jagger to approve the agenda. Seconded by Warner. Motion carried.

Public Comment None

Minutes

--March 11, 2010 Minutes

Motion by Bruursema to approve the minutes of the March 11, 2010 meeting. Seconded by VandeVusse. Motion carried.

Financial Report Motion by Genson to receive and file the financial report. Seconded by Jagger. Motion carried.

Director's Report Wilson presented her written report. Wilson also noted that ISG is selling to ISERV and Lakeland has been communicating with ISG and ISERV to help ensure a smooth transition.

--Staffing For Results

Wilson presented an overview of the Staffing for Results Efficiency Study and related timetable. Wilson reported the IT Department with the managers medical leave will need to wait. Concentration will be on drivers, catalogers and sorters as they have multiple people within each job. Other positions with unique individual duties do not offer a comparison with other employees but will be looked at for work flow and assigned duties.

Committee Reports

--Finance Committee

In Dix's absence, Wilson reviewed the minutes of the March 29, 2010 committee meeting.

--Personnel Committee

Myers reviewed the minutes of the March 16, 2010 committee meeting.

--PPS Committee

No report.

--Advisory Council

Minutes of the March 4, 2010 meeting were in the agenda packet.

Unfinished Business

--Network and Telecommunications Policy – From PPS Committee

Motion by Esch to approve. Motion carried.

--Delivery Policy – From PPS Committee

Motion by Genson to send the Delivery Policy back to the PPS Committee and for the committee to define the purpose of the delivery system, to establish priorities of the delivery items and provide more consistency in the language of the Delivery Policy. Seconded by Jagger. Motion carried.

--Circulation Policy – From PPS Committee

Motion by Esch to approve revisions to the Circulation Policy as presented. Motion carried.

--Interlibrary Loan Policy – From PPS Committee

Motion by Esch to approve revisions to the Interlibrary Loan Policy as presented. Motion carried.

--Confidentiality of Patron Records – From PPS Committee

Motion by VandeVusse to approve revisions to the Confidentiality of Patron Records as presented. Motion carried.

--Record Retention Policy – From PPS Committee

Motion by Genson to approve the new Record Retention Policy. Motion carried.

--Administration Fund Balance Policy – From PPS Committee and Finance Committee

Motion by Genson to approve the revisions to the policy as presented without the proposed inclusion of the last sentence in the first paragraph that is “It is the policy of the Lakeland Library Cooperative Board’s policy to use restricted resources first, followed by committed resources, then assigned resources and finally unassigned resources.” Seconded by Esch. Motion carried.

--Copy Machine

Motion by Esch to extend the lease on the existing copy machine for one more year. Seconded by Bruursema. Motion carried.

New Business

--Fund Balance – From Finance Committee – GASB Changes

Motion by Warner to approve changes to Administration Policy Fund Balance Section to comply with changes due to GASB. Motion carried.

--Fund Balance – From Finance Committee - E-Commerce Transfer

Motion by Bruursema to approve the transfer of \$9,216.92 from the Assigned Fund Balance Account to the E-commerce account. Motion carried.

--Employee Handbook – From Personnel Committee – 316 Health Insurance

Motion by Genson that the proposed language defining regular full time employees is not necessary and should not be added, and that the Personnel Committee should create a policy defining employment categories. Motion carried.

--Employee Handbook – From Personnel Committee – 303 Vacation Days & 304 Personal Days

Motion by Warner to approve with the following changes: 1). Replace the term “compensatory” where it appears in #303 and #304 with “leave time off” and to change the title of #304 from Personnel Days to Personal Days. Motion carried.

--Health Insurance Coverage & Premiums June 1, 2010 – May 31, 2011 – From Finance Committee

Motion by Genson to approve continuing with the current coverage with a 2.23% premium increase and to increase the employees contribution from 7% to 10%. Motion carried.

--FY2010-2011 Budget Recommendations – From Finance Committee – Affiliate Member Fee

Motion by Genson to approve the 25% increase to \$125 in the Affiliate Member fee effective October 1, 2010. Motion carried.

--FY2010-2011 Budget Recommendations – From Finance Committee – Literacy Council

Motion by Genson to approve the renewal of the delivery service contract with the Literacy Council effective October 1, 2010 with a delivery fee based on actual delivery costs without the application of state aid and to require the Literacy Council to provide a monthly count of total items put into delivery. Motion carried.

--FY2010-2011 Budget Recommendations – From Finance Committee – Millennium

Motion by Jagger to approve moving Millennium supplies that are provided for member library use from the Lakeland Library Cooperative budget to a library supplies pass-through cost. Motion carried.

--FY2010-2011 Budget Recommendations – From Finance Committee - Rollover Money

Motion by Warner to approve the roll-over of \$6,000 to Fund Balance to retain money for a replacement overdue printer in not spent in FY2009-2010 and to roll over \$31,733 to the IT data lines FY2010-2011 Budget for use when the bid is awarded. Motion carried.

--FY2010-2011 Budget Recommendations – From Finance Committee – Application of State Aid to Menu Services

Motion by Jagger to approve the adoption of the 50% applied to Delivery and 50% applied to ILS formula when applying state aid in calculating the FY2010-2011 budgeted costs to libraries. Motion carried.

--FY2010-2011 Budget Recommendations – From Finance Committee – Use of ILS Consultant

Staff will return next month with more information on travel and education expense amounts that would be incurred for staff OPAC training.

--Appoint Innovative Custom Software Study Group

Motion by Genson to appoint an Innovative Custom Software Study Group. Seconded by Jagger. Motion carried.

Myers announced the members of the Innovative Custom Software Study Group as being: Martha Esch (KDL), Tom Genson (HO), Ray Arnett (NF), Melissa Huisman (OH), Pamela Myers (Chair) (OG). It was also announced that the committee is scheduled to meet Monday, May 17 at 9:30 am and Tuesday, May 25 at 9:30 am.

--Underfunded Contract Libraries and State Aid Rules – Request from Martha Esch, KDL

Motion by Genson to approve the proposal of seeking legal counsel of an attorney that specializes in library law for the purpose of reviewing the Lakeland Library Cooperative's Underfunded Contract Libraries and State Aid Rules policy. Seconded by Esch. Motion approved. Esch provided a summary opinion from KDL's attorney Dick Butler.

Public Comment

Ray Arnett encouraged the PPS Committee to consider the current economic climate and state aid situation when reviewing the Delivery policy.

Board Comment

Jagger announced that the Grand Rapids Press was referred to her about information about the reductions in state aid that libraries are receiving.

Bruursema announced that those who signed up for the State Friends of the Library Trustee Section will be receiving a letter from the organization providing more detailed registration information.

Genson reported that on March 25th, 2010, the Court had rejected the Library of Michigan's request for a summary dismissal of the Herrick suit against the revised "State Aid Rules" promulgated by the Library of Michigan. This means that the LOM has 21 days to respond to each finding in the suit or to appeal the Court's decision.

It was also mentioned by Genson that as the result of successful underfunded contract library contract negotiations, Herrick District Library will be receiving additional funds. However, a 6% decline in property values will result in the receipt of lower property tax revenue.

Adjournment Meeting adjourned at 11:50 a.m. The next meeting will be May 13, 2010 at 9:30 a.m. at Loutit District Library.

Minutes submitted by,
Terry Cross
Lakeland Business Manager