

# LAKELAND LIBRARY COOPERATIVE

## Board Meeting

Kent District Library Service Center (KU)

March 11, 2010

*Official*

## MINUTES

**Board Present:** Shirley Bruursema, Stephen Dix, Martha Esch, Sharon Galligan, Toni Jagger, Pamela Myers, Bob VandeVusse, Marcia Warner

**Board Absent:** Tom Genson

**Call to order** The meeting was called to order at 9:37 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**

--February 11, 2010 Minutes

Motion by Warner to approve the minutes of the February 11, 2010 meeting. Seconded by Dix. Motion carried.

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

**Presentation** Ann Seurnyck from Foster Swift Collins & Smith PC was present to answer questions about a proposed amendment to 1977 PA 89 which would give a Cooperative Board the authority to dissolve a Library Cooperative. Without such language a cooperative would close its doors, but would still remain an entity. Lakeland is a corporate entity and its contracts probably do not hold member libraries liable. The greatest financial concern is for MERS pension liability. The Cooperative would need a pension attorney to work through this. Without the dissolution language Lakeland may not have control of assets and the state may take over. State law takes precedence over Library of Michigan rules and local bylaws. Asked about a dissolution plan for Lakeland the shared automation system would be a first concern. An option is an intergovernmental agreement to allow shared assets to continue under a new 3<sup>rd</sup> party organization for the ILS. Superiorland has done this.

**Director's Report** Wilson presented her written report. Wilson also noted that Michigan State University has been unable to come to an affordable agreement with OCLC that would allow them to continue to add their holdings to OCLC WorldCat for ILL purposes and use SkyRiver for cataloging. She cited an article from the February

26, 2010 issue of Library Journal. Wilson reported that she is a member of a MCLS Committee working on a new statewide delivery plan. The contract with ProMed expires this year. MCLS will be putting out an RFP for the service and increased MeLCat delivery costs are anticipated.

### **Committee Reports**

#### *--Finance Committee*

Dix reviewed the minutes of the March 2, 2010 committee meeting.

#### *--Personnel Committee*

No report.

#### *--PPS Committee*

Minutes of the February 18, 2010 committee meeting were in the agenda packet.

#### *--Advisory Council*

Ray Arnett gave a verbal report on the March 4, 2010 meeting.

### **Unfinished Business**

#### *--Innovative Response to Custom Program*

Motion by Dix on behalf of the Finance Committee to purchase the custom programming software which would enable limits to be set for reciprocal borrowing from Innovative. Motion carried. Funds to come from the Fund Balance to pay for the software.

### **New Business**

#### *--Copier Bids*

Staff will return next month with additional information regarding a 12 or 24 month lease period as well as a purchase option.

#### *--FY2009-2010 Budget Reduction Plan for Delivery and FY2010-2011 Proposed Delivery Stop Count*

Motion by Dix on behalf of the Finance Committee to set the new delivery thresholds to determine the number of weekly stops (1-150 bags – 3 days per week and 151+ bags – 5 days per week) to be effective June 1, 2010 unless the reciprocal return changes do not lower delivery volume. To change one part-time driver hours to full-time and one driver offered the vacant sorter/driver 20 hour position at their current rate of pay. To use the April 2010 bag count to determine delivery stops for the June 1, 2010 schedule change. To adjust the 4<sup>th</sup> quarter billing to reflect the new June 1, 2010 schedule and stops thresholds and to credit back the June billing if a library changes from 5 to 3 day a week delivery. Motion carried.

Motion by Dix on behalf of the Finance Committee to do an August 2010 bag count to determine the weekly delivery stops per library for FY2010-2011 for the cost per library budget. Motion carried.

--*Network and Telecommunication Policy (First Reading)*

No changes were made on this reading.

--*Delivery Policy (First Reading)*

No changes were made on this reading except for changes to the policy 1.2 Basic Service which were put on hold until the Finance Committee makes a recommendation regarding a library dropping out of menu services.

--*Circulation Policy (First Reading)*

No changes were made on this reading except for proposed changes to the policy related to 3.8 Return of Materials was put on hold until the effectiveness of the no reciprocal returns pilot project has been determined.

--*Interlibrary Loan Policy (First Reading)*

Proposed changes to the policy were put on hold for 1.3 Identification of Interlibrary Loan Materials and 1.4 Return of Interlibrary Loan Items until the effectiveness of the no reciprocal returns pilot project has been determined.

--*Confidentiality of Patron Records Policy (First Reading)*

No changes were made on this reading.

--*Record Retention Policy (First Reading)*

No changes were made on this reading.

--*Administration Fund Balance Policy (First Reading)*

No changes were made on this reading.

**Public Comment**

Ray Arnett reminded everyone about the upcoming April workshop for non-profit entities to be held at the Fremont Area District Library. Contact him for details.

**Board Comment**

Esch requested a review of the Underfunded Contract Service Area policy to consider whether it conflicts with state aid rules. This will be discussed at the next meeting.

Warner reported that the Senate is proposing funding state aid at the current \$6,000,000 level. This is more than the Governor's proposal which reduced state aid by \$150,000 from the current level.

Myers reminded everyone to register for the upcoming Lakeland Strategic Planning session to be held on April 29 at the Georgetown Township Administration Building. The session will be led by Al VanderBerg, Ottawa County Administrator. There is a limit of two representatives per library.

Bruursema thanked everyone for their responses to the survey regarding the trustee alliance with the Friends of Michigan Libraries.

**Adjournment**

Meeting adjourned at 11:45 a.m. The next meeting will be April 8, 2010 at the Kent District Library Service Center (KU).

Minutes submitted by,  
*Sheryl VanderWagen*  
Lakeland ILS Manager