

# LAKELAND LIBRARY COOPERATIVE

## Board Meeting

Alvah N. Belding Library (IB)

November 12, 2009

*OFFICIAL*

## MINUTES

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

**Call to order** The meeting was called to order at 9:40 a.m. by President Myers. The roll-call sign-up sheet was circulated.

**Agenda** Motion by Jagger to approve the agenda as amended. Seconded by Genson. Motion carried.

**Public Comment** No public comment.

### **Minutes**

*--October 8, 2009 Minutes*

Motion by Smart to approve the minutes of the October 8, 2009 as presented. Seconded by Jagger. Motion carried.

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

**Director's Report** Myers inquired about the ResearchPRO databases list. VanderWagen stated that she is waiting to distribute the list until we hear from the technician at Innovative as to whether or not they are going to charge us to set up any of the selected databases. We will not be paying any additional money for this and so the database will be eliminated if there is going to be a charge to set up that profile.

Wilson introduced Terry Cross, the new Lakeland Business Manager.

### **Committee Reports**

*--Finance Committee*

The minutes of the October 28, 2009 meeting were included in the Board packet. Recommendations to fall later in the agenda. There was discussion on the timeline for the Reciprocal Borrowing and Interlibrary Loan (RBI) Study Group Report. The board clarified the timeline as follows:

1. RBI Report for the January 2010 Advisory Council meeting
2. RBI Recommendations for the January 2010 Board meeting
3. Referral from Board to the Finance Committee to review amendment to the FY 2009-2010 budget

4. Finance Committee recommendation on budget amendment to the FY2009-2010 budget to the Advisory Council (special meeting morning prior to Board February 2010 Board meeting)
5. Finance Committee recommendations for budget amendments to the FY2009-2010 budget to the Board for February 2010 meeting

*--Personnel Committee*

No report.

*--PPS Committee*

The minutes of the October 15, 2009 meeting were included in the Board packet. Recommendations to fall later in the agenda.

*--Advisory Council*

The minutes of the October 29, 2009 meeting were included in the Board packet.

*--A&B Group meeting*

The minutes of the October 1, 2009 A & B Group meeting were included in the Board packet. Melissa Huisman (OH) asked the Board to reconsider the group recommendation to end reciprocal returns.

**Unfinished Business**

*--Circulation Policies 3.5 & 3.8*

Motion by Bruursema to approve Circulation Polices 3.5 and 3.8. Seconded by Dix. Motion carried.

*--Interlibrary Loan Policies*

Motion by Dix to approve the Interlibrary Loan Policies, substituting the definition of Interlibrary loan in ILL 1.1.1 with the definition of Interlibrary loan in 1.7 of the Underfunded Contract Service Area Policy. Seconded by Genson. Motion carried.

*--Interlibrary Loan Policies*

Motion by Smart to approve the Delivery Policies. Seconded by Genson. Motion carried.

**New Business**

*--FY2009-2010 Budget*

1. Sorter and Driver Hours Budget

Motion from the Finance Committee to approve the Sorter and Driver hours budget amendment through January 31, 2010. Motion carried.

2. 40% State Aid Reduction Plan

Myers opened the floor for discussion or recommendations regarding the further budget reductions needed to meet the reduction in State Aid. No action taken.

*--Data Line Contract Extension*

Motion from the Finance committee to approve the extension of the data lines contract through June 30, 2011. Motion carried.

RFI to be issued before the budget planning process for FY2010-2011 begins. Bids to be let out in August or September 2010. USF timelines dictate what timeframe must be used in this process.

*--FY2009-2010 Fund Balance (Revised Attachment O distributed at the meeting)*

Motion by Genson to receive the report on the Fund Balance. Seconded by Dix. Motion carried.

Final Fund Balance will be determined when the auditors have completed their audit of FY2008-2009.

*--Temporary Patron Registration Policy and Non-Resident Policy 2.1*

This was the first reading of the recommendation from the Planning, Policy and Services Committee. No changes were made.

*--Underfunded Contract Service Area Policy, Circulation Policy 3.1 and Interlibrary Loan Policy 1.2*

This was the first reading of the recommendation from the Planning, Policy and Services Committee. Changes were made as follows:

1. Add the phrase, "and interlibrary loan" to the sentence in the first paragraph that begins, "In fairness...." To read "using reciprocal *and interlibrary loan* borrowing is...."
2. Change 2.4 to read as follows: Underfunded Contract service area cards will expire with the expiration date of the service contract or, if no contract expiration date exists, may not be issued or renewed for more than one year at a time.
3. There was a question about whether the Non-resident policy would need to be cited in ILL 1.2. President Myers will research this prior to the second reading.

*--Circulation Policy 2.9*

This was the first reading of the recommendation from the Planning, Policy and Services Committee.

Change was made to change the words "current valid identification" to language used in Circulation 2.2.1 (valid Michigan Driver's License, Michigan Identification Card, or Resident Alien Card).

*--Administration Policies*

This was the first reading of the recommendation from the Planning, Policy and Services Committee. No changes were made.

**Public Comment**

Liz Nordin (NH) asked that the Board consider the long term as we are planning for fund reductions now and in the future.

**Board Comment**

Genson noted that we might consider a limitation to the number of items that can be borrowed by a patron using a library other than his/her home library.

Warner noted that public libraries have a reputation with our funding authorities and our patrons for making it work despite funding cuts and that we need to show them that we can't continue any longer. Budget cuts have a real impact on the service we provide.

Bruursema introduced Ashley Hawley, the new director of the Croton Township Library. She also noted that our legislators need to know that we can't make miracles happen anymore. She also urged the Board to take on the evaluation of services one issue at a time not all together.

**Adjournment**

Meeting adjourned at 11:30 a.m. The next meeting will be December 10, 2009 at the Kent District Library Service Center (KU).

Minutes submitted by,  
*Sheryl VanderWagen*  
Lakeland ILS Manager