

# LAKELAND LIBRARY COOPERATIVE

## Board Meeting

Kent District Library Service Center (KU)

October 8, 2009

*Official*

### MINUTES

**Board Present:** Rob Bristow (off Board 9:42), Shirley Bruursema, Stephen Dix, Tom Genson, Toni Jagger, Martha Smart, Pamela Myers, Sharon Galligan (on Board 9:42), Bob VandeVusse (arrived 9:45)

**Absent:** Marcia Warner, Alicia Kershaw (off board 9:42)

**Call to order** The meeting was called to order at 9:35 a.m. by Vice-President Myers. The roll-call sign-up sheet was circulated.

**Agenda** Motion by Smart to approve the agenda as presented. Seconded by Genson. Motion carried.

**Public Comment** Sherry Mountney distributed Overdrive posters. Martha Boetcher reported that at the A & B meeting there was support for cutting a Lakeland public service if the state reduces state aid by 40%. Genson added that if a reduction is not enacted by the state that the message for libraries was strong to Lansing.

**Election of Officers** Motion by Bristow to approve the slate of officers as presented by the Nominating Committee: Pam Myers (President), Shirley Bruursema (Vice-President), Stephen Dix (Treasurer), Toni Jagger (Secretary). Seconded by Smart. Motion carried.

### **Minutes**

--September 24, 2009 Minutes

Motion by Smart to approve the minutes of the September 24, 2009 with changes to include Financial Report motion by remove "Jagger" and replace with "Bruursema; FY2009-2010 proposed budget "with" to "without" J.C. Wheeler; Resolution to Governor's EO on Hal change "approved" to "approve". Seconded by Genson. Motion carried.

**Financial Report** Motion by Bruursema to receive and file the financial report. Seconded by Genson. Motion carried. Wilson clarified the percent column on the financial report as requested at the September meeting. The percentage is correct. It is the total income minus the total expense. While it is not a calculation that the Board reviews it is required for the audit.

**Director's Report** Smart inquired about the sharing of patron records with Grand Rapids and Lakeland once again. Wilson reported this was moving along and currently it was back to Grand Rapids to program a component in Evergreen that did not load correctly in

Millennium. Wilson expects to still meet the October 15 date for implementation.

Smart inquired about the length of service and duties of Martha Pitchford as contract cataloger. Wilson reported that a “state of cataloging and duties” report will be at the November meeting and that Pitchford will remain in this capacity until she or Wilson decide to terminate the contractual arrangement. Other options upon termination are to hire another cataloger or to contract with Hackley.

Wilson provided correspondence from the state library that the Lakeland Library Cooperative Plan of Service had been approved.

Wilson reported that the A & B libraries suggested not distributing the Board packet in print format, but electronically. It was decided that the Board will get a print copy and a PDF will be sent to the directors listserv.

### **Committee Reports**

#### *--Finance Committee*

No report.

#### *--Personnel Committee*

No report.

#### *--PPS Committee*

The minutes of the September 17, 2009 meeting were included in the Board packet. Recommendations to fall later in the agenda.

#### *--Advisory Council*

The minutes of the September 24, 2009 meeting were included in the Board packet.

### **Unfinished Business**

#### *--Bylaws Revisions*

Motion by Genson to amend the bylaws adopted at the September 2009 meeting Article V-Committees III-3.d) to remove the phrase “and Advisory Council”.  
Seconded by Dix. Motion carried.

Bylaws to read: The Treasurer shall chair the Finance Committee, shall review the financial statements on a regular basis and shall provide reports to the Lakeland Library Cooperative Board ~~and Advisory Council~~.

Motion by Genson to amend the bylaws adopted at the September 2009 meeting Article V-Committees III-3.e) to remove the phrase “and there shall be a period of three (3) years before the same individual can serve in the same office again”.  
Seconded by Bruursema. Motion failed for lack of a 2/3 vote.

Discussion on whether the intent of the wording really accomplished what the Plan of Service Task Force intended it to do. Discussion on whether Group A & B

library terms should be for three years to allow the opportunity for more participation in Board officer positions. Direction given to Wilson to take back to Plan of Service Task Force to discuss further.

Bylaws to read: No officer shall serve more than two consecutive terms in the same office, and there shall be a period of three (3) years before the same individual can serve in the same office again.

*--FY2009-2010 Budget – Amendments*

Motion by Smart to amend the FY2009-2010 Adopted Budget insurance costs. Seconded by Bruursema. Motion carried.

Motion by Jagger to lease two trucks as approved in the budget last month with an increased cost of approximately \$4,600 that would come from savings realized by the Grand Rapids Public Library withdrawal from delivery. Seconded by Genson. Motion carried.

The Board directed that the Finance Committee convene to discuss and develop a recommendation for a 40% state aid reduced budget.

**New Business**

*--Appointment of Standing Committees – President*

Personnel Committee: Pam Myers (Current President - C), Marcia Warner (Past President-D), Mellissa Huisman (to be verified-A), Claire Sheridan (B), Stephan Dix (D), Shirley Bruursema (E)

Finance Committee: Stephan Dix (Chair), Martha Smart, Toni Jagger, Pam Myers

PPS Committee: Stephan Dix (Chair)

*--Designation of Fund Depositories*

Motion by Bruursema to designate Flagstar Bank as the authorized depository for the Cooperative's funds for FY 2009-2010. Seconded by VandeVusse. Motion carried.

*--Designation of Authorized Signatures*

Motion by Genson to designate the following Lakeland Library Cooperative Board officers and staff as authorized signatures on the various accounts at Flagstar Bank for FY2009-2010: Board President, Board Vice-President, Board Treasurer, Board Secretary, Cooperative Director and Cooperative Business Manager. Seconded by VandeVusse. Motion carried.

*--Designation of Independent Auditor*

Motion by Smart to designate The Rehmann Group as the independent auditor for the Cooperative's financial statements for the fiscal year ended September 30, 2009. Seconded by Dix. Motion carried.

*--Insurance Coverage for FY2009-2010*

Motion by Smart to approve the insurance coverage as presented. Seconded by Dix. Motion carried. Wilson asked to explain what the term for workers' compensation "Experience Modification of .99" means at the November Board meeting.

*--Circulation Policies*

First reading, no action. CIRC 3.8 Collection Agency Fees "owning" changed to "submitting".

Policy to read: When a collection agency fee is paid at a library other than the submitting library, that collecting library may complete a Universal Payment form and send it to the submitting library. The submitting library will invoice the collecting library using an integrated library system report. If the submitting library or charging location does not bill the collecting library within one (1) year, the collecting library can retain the money.

*--Interlibrary Loan Policies*

Discussion over the definition of Interloan occurred and the Board sent the policy back to the PPS Committee for further review.

*--Delivery Policy*

First reading, no action.

**Public Comment**      None

**Board Comment**      Bristow and Kershaw acknowledged for their terms on the Board.

**Adjournment**      Meeting adjourned at 12:30 p.m. The next meeting will be November 12, 2009 at the Alvah N. Belding Memorial Library (IB).

Minutes submitted by,  
*Sandra Wilson*  
Cooperative Director