

# LAKELAND LIBRARY COOPERATIVE

## Board Meeting

Kent District Library Service Center

October 14, 2010

*Official*

### MINUTES

**Board Present:** Shirley Bruursema, Tara Conaway (new), Stephen Dix, Tom Genson, Toni Jagger (term ending), Pamela Myers (term ending), Sherri Rasmus, Bob VandeVusse, Marcia Warner

**Board Absent:** Marty Ferriby (new), Cheryl Garrison

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

**Election of Officers** Motion by Warner to cast a unanimous ballot for those members nominated by the Nominating Committee. Seconded by Genson. Motion Carried.

2010-2011 officers are:

President – Shirley Bruursema

Vice President – Marty Ferriby

Treasurer – Stephen Dix

Secretary – Tara Conaway

At this point, new President, Bruursema took over chairing the meeting, Tara Conaway joined the meeting and Pam Meyers and Toni Jagger left the meeting as representatives.

**Agenda** Motion by Genson to approve the agenda as amended. Seconded by VandeVusse. Motion carried. Item L. under New Business was added to the agenda regarding a resolution to file an Amicus Brief in the Herrick lawsuit against the Library of Michigan.

**Public Comment** None

### **Minutes**

--September 23, 2010 Minutes

Motion by Genson to approve the minutes of the September 23, 2010 meeting. Seconded by Conaway. Motion carried.

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

**Director's Report** Wilson presented her written report. Wilson presented the report on truck leases (extended vs. new) which indicated a wash in terms of expenses on whether to

extend a lease or lease new. Warner noted extending the lease was good if a multi-year commitment was not desired.

### **Committee Reports**

--*Finance Committee*: No report, action items on the agenda.

--*Personnel Committee*: No report, action items on the agenda.

--*PPS Committee*: No report

--*Advisory Council*: No report

### **Unfinished Business**

--*MARC Cataloging Policy Revisions (Second Reading)*

Motion by VandeVusse to approve the MARC Cataloging Policy as presented.  
Seconded by Dix. Motion carried.

--*Delivery Policy Revisions (Second Reading)*

Motion by Genson to approve the Delivery Policy as revised. Seconded by Rasmus. Motion carried.

The last 2 sentences of the first paragraph of DE1.1 Basic Service to read:  
Lakeland Library Cooperative requires participation in delivery services by all member libraries. The number of delivery stops each library will receive will be based on benchmarks defined by Lakeland Library Cooperative staff and reviewed annually by the Board.

### **New Business**

--*Appointment of Standing Committees*

Bruursema noted that she is working on finalizing committee appointments for FY2010-2011.

--*Designation of Fund Depositories*

Motion by Warner to designate Flagstar Bank as the authorized depository for the Cooperative's funds for FY2010-2011. 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 FY2010-2011: Checks and ACH transactions: Board President, Board Vice-President, Board Treasurer, Board Secretary, Cooperative Director and Cooperative Business Manager. Transferring funds and initiating authorized ACH transactions:

Board President, Treasurer, Cooperative Director, Cooperative Business Manager.  
Seconded by VandeVusse. Motion carried.

*--Designation of Auditor*

Motion by Warner to designate Joe Verlin, Gabridge & Co. as the independent auditor for the Cooperative's financial statements for the Fiscal year ended September 30, 2011. Seconded by VandeVusse

*--Insurance Coverage for FY2010-2011*

Motion by Genson to approve the insurance coverage as presented for FY2010-2011. Seconded by Conaway. Motion carried.

*--FY2010-2011 Holiday Schedule*

Motion by Dix to approve the 2011 holiday closures as presented. Seconded by Conaway. Motion carried.

*--Review of FY2009-2010 Library Service Reductions*

Genson requested that the sharing of audio books for ILL/Delivery be placed on next month's agenda for consideration by the Board.

*--Recommendation from Evergreen Study Group on ILS*

Motion by Genson to receive and file the report from the Evergreen Study Group. Seconded by Dix. Motion carried. Discussion suggested to incorporate a decision to consider migration to Evergreen as a part of the annual budget planning process.

*--Recommendations from 10/12/2010 Finance Committee meeting*

*--(1) 1.5 Million MeL Support State Aid Action*

Motion from the Finance Committee to approve the redistribution of the additional \$1.5 million Lakeland share for State Aid back to the libraries on a per capita basis, contingent upon any Library of Michigan restrictions. The redistribution will appear as credits on the quarterly Lakeland invoices to the libraries. Motion carried.

*--MERS Plan for New Hires from the Personnel Committee*

Motion from the Personnel Committee to approve the Resolution for Adopting Municipal Employees' Retirement System of Michigan Defined Benefit Programs (Other than DB Component of Hybrid Program) for new employees as presented. Motion carried by unanimous vote.

*--Employee Handbook Revisions from the Personnel Committee*

*--(1) 304 Personal Days*

Motion from the Personnel Committee to approve 304 Personal Days as presented. Motion carried. Added "Employees who resign or are terminated will receive personal time pro-rated based on the date of resignation or termination for their final payout."

--(2) 405 Attendance and Punctuality

Motion from the Personnel Committee to approve 505 Cell Phone Usage as presented. Motion carried. Added: "Absent employees who fail to notify their immediate Supervisor (or in their absence in this order – Cooperative Director, ILS Manager, Business Manager and IT Manager) as per policy may be disciplined and/or terminated. Failure to report an absence for two (2) consecutive days will result in vacation of position and termination unless documentation is provided for reasons beyond the employees control to contact the immediate Supervisor (or in their absence in this order – Cooperative Director, ILS Manager, Business Manager and IT Manager)."

--(3) 505 Cell Phones

Motion from the Personnel Committee to approve 505 Cell Phone Usage as presented. Motion Carried. Added Lakeland Library Cooperative provides cellular telephones to some employees "at the Cooperative Director's discretion" as a business tool. Added: "Employees are prohibited from transferring/forwarding their work cell phone to another phone number."

--(4) 216 Exempt Employees

Board requested legal review of this policy before approval.

--Amicus Brief Resolution from Herrick District Library

Motion by Warner to approve the resolution offered by Herrick District Library that the Board of the Lakeland Library Cooperative authorize filing of an amicus brief in the Herrick District Library suit to stop the Library of Michigan from enforcing the recently promulgated state aid rules, not to exceed \$25,000 from the Undesignated Fund Balance. Seconded by Dix. Motion carried by unanimous vote.

**Public Comment**

None

**Board Comment**

Genson requested that in light of the recent issues in the network change and the system software upgrade that staff be encouraged to resolve issues related to each change before proceeding with the next.

Warner thanked the member libraries that depend on Renaissance Zone funding for their willingness to be involved in the process of getting the recent legislative action reversed. She noted it is not too late to contact legislators on this issue and that libraries need to continue contacting them into the lame duck session following the upcoming general election.

Dix noted that Marty Ferriby and other directors were not present at the meeting because they were holding a meeting with Senator VanWoerkom in Fremont regarding the Renaissance Zone funding issue.

Thanks to Marcia Warner for today's board refreshments.

Libraries should do the Value of Library Services calculator that is available on the Library of Michigan website for their own information. The link will be sent out.

Bruursema reported that she will be speaking in Novi at the meeting of the Trustees linking with Friends of Michigan Libraries. She also encouraged members to attend the MLA Conference.

**Adjournment**

Meeting adjourned at 11:00 a.m. The next meeting will be November 17, 2010 at 9:30 a.m. at Herrick District Library (HO).

Minutes submitted by,  
*Sheryl VanderWagen*  
*ILS Manager*