

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library Service Center

September 23, 2010

Official

MINUTES

Board Present: Shirley Bruursema, Cheryl Garrison, Tom Genson, Pamela Myers, Sherri Rasmus, Bob VandeVusse, Marcia Warner

Board Absent: Stephen Dix, Toni Jagger

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.

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

Public Comment None

Minutes

--August 12, 2010 Minutes

It was noted that on Page 2, Under New Business, Underfunded Contract Area Patrons and MelCat Access, second paragraph, the last part of the sentence should read "and underfunded contract service area cards" not "are cards". Motion by Genson to approve the minutes of the August 12, 2010 meeting with the aforementioned change. Second by VandeVusse. Motion carried.

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

Director's Report Wilson presented her written report. Wilson noted the ISG to ISERV transition is underway. She also reported that a 20 hour IT Support Specialist position is currently being advertised. Genson suggested that the "Daily Sorting and Bag Count Monthly Totals" report be presented in a way that allows for a comparison of the current month count to the prior month count of the current year and to the current month count of the prior year.

Committee Reports

--Finance Committee:

--Personnel Committee: Warner questioned the approval and related future liability of allowing new hires

to enter the existing defined benefit plan as compared to the development of a defined contribution plan for new hires. Wilson reported that the Personnel Committee would be having a second meeting on this topic and the MERS representative would be in attendance and have multiple options to choose from for new employees.

--*PPS Committee:*

--*Advisory Council:* Ray Arnett presented the Advisory Council report.

Unfinished Business

--*ILL Pink Sticker Continuance – From Cheryl Garrison*

Cheryl Garrison explained that KDL has approximately 150,000 items in inter-library loan and by participating in the ILL Pink Sticker Policy, KDL incurs additional annual supply costs of \$800 and additional annual labor costs of \$32,500. Because of these additional costs, Garrison asked if KDL could be exempt from participating in the policy. Motion by Genson to exempt KDL from utilizing the sticker policy beginning November 1, 2010. Second by Garrison. Motion failed.

New Business

--*FY 2009-2010 Budget Transfers*

Motion by VandeVusse to authorize the FY2009-2010 budget transfers as presented. Seconded by Genson. Motion carried.

--*August Bag/Bin Delivery Count for October 4 Delivery Schedule Cost to Libraries*

Wilson presented the August Bag/Bin Delivery Count. The delivery count is used to determine the number of weekly deliveries that the libraries will receive beginning with the October 1, 2010 delivery schedule.

--*FY2010-2011 Budget Amendment #1 – From Finance Committee*

--(1) *Insurance coverage for FY2010-2011*

Wilson presented the FY2010-2011 Insurance Rates. The proposed rates represent an \$11,229 decrease as compared to the current year rates. Staff will return with an update to the question of what is the number of security fraud insurance occurrences that are covered during the policy period. Motion by Genson to approve the FY2010-2011 insurance coverage that was presented. Seconded by VandeVusse. Motion carried.

--(2) *FY2010-2011 Population Figures*

Motion by Bruursema that Uncertified Library of Michigan Population Figures resulting from contract service area changes prior to October 1, 2010 be used for the FY2010-2011 budget and related per capita computations. Seconded by Genson. Motion carried.

--(3) FY2010-2011 Budget Amendment #1

The changes presented reduce the FY2010-2011 budget by \$121,985. Motion by Genson to approve the Budget Amendment #1 to FY2010-2011 Budget. Seconded by Warner. Motion carried.

--FY2010-2011 Fund Balance – From Finance Committee

Warner would like consideration of money that reverts to the Fund Balance at the end of a budget year not to and to use otherwise. Wilson will put this on a future Finance Committee agenda. Genson questioned the amount of \$250,000 in Unassigned Fund Balance and at what percent it should be as per auditor recommendation. Motion by Genson to approve the FY2010-2011 Fund Balance Allocation Designations. Seconded by VandeVusse. Motion carried.

--Plan of Services

Motion by Genson to reaffirm continuing with the current Plan of Service in FY2010-2011. Seconded by VandeVusse. Motion carried.

--Approve FY2010-2011 Meeting Dates and Locations

The Lakeland Library Cooperative Board Meeting Schedule was presented. Motion by Garrison to approve the schedule as presented, with the following changes: 1) The November 17th 2010 meeting will be held at Herrick District Library at 9:30 a.m. and, 2) The May 12, 2011 meeting will be held at the Fremont Area District Library, at 9:30 a.m. and, 3) The September 2011 meeting will be on September 29, 2011 at KU at 9:30 a.m. Seconded by Rasmus. Motion carried.

--DVD Allowable Checkout – From Circulation Forum and PPS Committee

Motion by Bruursema to limit the number of the DVD/VHS items that can be checked out to 10 items per card and that the new limit will become effective October 1, 2010. Seconded by Genson. Motion failed.

--MARC Cataloging Policy Revision – From PPS Committee

First reading, no action. Genson noted that if this activity generates additional costs to the Cooperative, a mechanism would be needed to allocate the additional costs to the member library that incurred the increase. Garrison questioned the definition of the “e-books” terminology that is being proposed to “downloadable”. Wilson was asked to correct MC3.1 OCLC costs section: “Periodicals and e-books are not calculated for the purposes of cost to member libraries” for the next Board meeting.

--Delivery Policies – From PPS Committee. First reading, no action.

Public Comment None

Board Comment Ray Arnett announced that the budget of the Freemont Area District Library will be reduced by 5% and that this reduction is related to the elimination of Renaissance Zone exemption.

Bruursema stated that interviews have been scheduled for the KDL Director position.

Genson noted that the Library of Michigan's authority to interpret and apply State Aid laws was over-ruled and that the Library of Michigan has until October 7, 2010 to appeal the court's decision.

Adjournment Meeting adjourned at 12:14 a.m. The next meeting will be October 14, 2010 at 9:30 a.m. at Kent District Library Service Center (KU).

Minutes submitted by,
Terry Cross, Business Manager