

**Mideastern Michigan Library Cooperative  
MMLC Board Meeting  
April 3, 2009**

MMLC Board Chair Harold Evans called April 3, 2009 special meeting to order at 1:00 p.m.

**I. Board Members Present:** Harold Evans, Mathilde Slider; Gloria Nealy; Amy Schweitzer; Marilyn Soules; Alma Staton; Gail Kelso.

Board Members Absent: Janet Engler (excused); Gwenda Motley (excused); Robert Cierzniewski (excused).

Guests: Jeff Johnson; Steven Flayer; LaRene Klink; Kate Pohjola.

Co-op Staff: Irene Bancroft.

**II. Update on State Aid:** Jeff reported that the newest information concerning State Aid to libraries is not good. The Senate on April 1<sup>st</sup> passed their version of the FY 2010 budget which includes deep cuts in state aid to libraries, to \$7,537,000 which is about half of the level authorized by Public Act 89. In addition, the Senate Fiscal agency is projecting a 1 billion dollar deficit in the current budget. They are proposing a 10% across the board cut to all agencies for the current year. Jeff reminded the members that MMLC has over the years planned ahead, and currently has a healthy cushion in reserve funds. This will help MMLC fare better than many other cooperatives across the state.

**III. Review of Director Search Committee Activities:** Harold recognized Steven Flayer, LaRene Klink and Kate Pohjola as members of the Search Committee and thanked each of them for their diligent work on behalf of the membership. Jeff mentioned that the Search committee had reviewed the list of interview questions, making a few minor corrections and assigned questions to each committee member for the interview sessions. The committee also has forwarded a list of recommendations to the Board for consideration. The Search Committee will be meeting immediately following the last interview to finalize their recommendation to the MMLC Board and to schedule a date for completing the Reference checks for the finalist. It is anticipated the MMLC Board will receive the Search committee recommendation for action at the June board meeting.

**IV. Search Committee Recommendations: The following motion is forwarded from the Search Committee:**

Motion by Steven Flayer, seconded by Alma Staton, to forward the following recommendations to the MMLC Board:

1. Interview Process: recommends that the Search Committee conduct the interview sessions, and that other board members, library directors and MMLC staff be invited as observers. Candidates will be reminded at the interview that the background investigations will be completed, credentials certified and that a Michigan Librarians Permanent Professional Certificate is required for

- employment. In addition, the current director and consultant will be invited to comment post interview to the Committee. The Administrative Assistant will be paired with a committee member for input.
2. Reference Checks: recommend that reference checks be conducted as a conference call by MMLC Board members, utilizing the phone equipment at the MMLC Office, after a finalist is selected.
  3. Professional Credentials: recommend that professional credentials for the finalist be checked by consultant Jeff Johnson, and that the finalist be required to have official transcripts mailed directly to the MMLC Office
  4. Criminal Background Check: recommend that Kate Pohjola, Director for Lapeer District Library, be allowed to seek the criminal background information on the finalist. It was mentioned that the members of the committee from the public libraries and schools can complete the criminal background checks without cost due to their non-profit status.
  5. Application Review: recommend that application files for the interviewees be available at the MMLC Office 1 hour prior to the first interview, or by special appointment, for review by MMLC Board members only.
  6. Interview Schedule: recommend that interviews be conducted on Tuesday, June 2<sup>nd</sup> at 10:00 a.m. and 2:00 p.m.; and on Thursday, June 4<sup>th</sup> at 10:00 a.m. and 2:00 p.m. at the MMLC Office, 5<sup>th</sup> Floor Meeting Room.
  7. Terms of Employment: recommend a 12-month contract with appropriate contract language for probationary terms. Contract to include:
    - a. Salary: \$80,000 annually
    - b. Benefits:
      - i. Blue Cross / Blue Shield Hospitalization Insurance as described by the Personnel Policy
      - ii. Blue Cross / Blue Shield Dental Insurance as described by the Personnel Policy
      - iii. Vision Insurance as described by the Personnel Policy
      - iv. Short term disability Insurance as described by the Personnel Policy
      - v. Life Insurance at \$50,000 as described by the Personnel Policy
      - vi. Simplified Employee Pension Plan contribution, as described by the Personnel Policy
      - vii. Four weeks of vacation
      - viii. Paid holidays, as described by the Personnel Policy
      - ix. Sick days, as described by the Personnel Policy
      - x. Personal days, as described by the Personnel Policy
      - xi. Paid Parking at the DDA Lot
      - xii. ALA / PLA and MLA annual membership fees
      - xiii. ALA and MLA conference expenses
    - c. Moving Expenses: recommend to defer to the Board and candidate as an option to negotiate. It was noted that this is not a standard benefit option in our member libraries or school districts.
  8. Interview Expenses: recommend In-state interviewees be offered reimbursement of round trip mileage from address of record to the interview site at the Federal

mileage rate of .55 per mile, based on AAA Trip map mileage. Recommend out of state interviewees be offered reimbursement of travel, accommodations and meal expenses up to \$250 - \$300, with copies of paid receipts required.

**a. Motion by Mathilde Slider, seconded by Gail Kelso to accept the Search committee recommendations for the Interview Process, Reference Checks, Professional Credentials, Criminal Background Investigations and Interview Schedule as presented. All yeas (7-0). Motion carried.**

**b. Motion by Marilyn Soules, seconded by Alma Staton to offer In-state interviewees reimbursement of round trip mileage from their address of record to the interview site at the Federal mileage rate of .55 per mile, based on AAA Trip map mileage; and to offer out of state interviewees reimbursement of travel, accommodations and meal expenses up to \$300, with copies of paid receipts required. All yeas (7-0). Motion carried.**

**c. Motion by Alma Staton, seconded by Gail Kelso to offer the final candidate a 12-month contract with the benefits recommended by the Search committee, and subject to probationary provisions, including provisions for a six month informal review and a one year full evaluation as detailed in the MMLC Personnel Policies. All yeas (7-0). Motion carried.**

**d. Motion by Marilyn Soules, seconded by Mathilde Slider to allow for negotiation of moving expenses with the finalist, as needed. All yeas (7-0). Motion carried.**

**e. Motion by Mathilde Slider, seconded by Marilyn Soules to re-allocate \$1,000 from the Contingency Fund to the Professional Fees line item to be used for legal fees incurred for the drawing of a draft employment contract. All yeas (7-0). Motion carried.**

The meeting adjourned at 2:10 p.m.

Respectfully submitted,  
Irene Bancroft  
Administrative Assistant

**Next Board Meeting:**  
Thursday, May 14, 2009  
Joint MMLC Board / Advisory Council Meeting  
Genesee High School  
5:00 p.m.