

**Mideastern Michigan Library Cooperative Board Meeting
Mott Foundation Building, 5th Floor Conference Room
Thursday, September 8, 2016 4:30 p.m.**

- I. Call to Order:** Board Chair Ruth Helwig called the September 8, 2016 meeting to order.
- II. Introduction of Board Members:** Members introduced themselves, indicating which library system they represent.
- III. Recognition of Virtual Attendees.** None
- IV. Board Members Present:** Ruth Helwig; Robert Crites; Tina Gutierrez; Debora Bloomquist; Anne Harris; Charles Hanson; Nancy Rozier (arrival at 4:50 p.m.).

MMLC Staff Present: Denise Hooks; Irene Bancroft.

Guests Present: Pat Wright; Ed Helwig.

Board Members Absent: Karen Hornus (excused); Terri Turner (excused); Rachael Worley (excused).

- V. Public Comments.** None
- VI. Approval of the minutes: January 14, 2016 and May 12, 2016:** Motion by Tina Gutierrez, seconded by Charles Hanson to approve the minutes as presented. All yeas (6-0). Approved as presented.
- VII. Approval of the financial reports: April 30, 2016 and August 31, 2016:** Motion forwarded by the Budget & Finance Committee to approve the April 30, 2016 and August 31, 2016 financial statements as presented. All yeas (6-0). Motion carried.
- VIII. Committee Reports:**
 - A. Personnel Committee Report:**
 - 1. Work Plan 2015-2016 Final Report:** Motion forwarded by the Personnel Committee to accept the FY 2015-16 Work Plan Final Report as presented. All yeas (6-0). Motion carried.
 - 2. Director's Evaluation:** Denise consented to discussion of the Director's Evaluation in open meeting. Robert reported that the evaluation was overwhelmingly positive. Motion forwarded by the Personnel Committee to accept the Director's Annual Evaluation Report as presented. All yeas (6-0). Motion carried.
 - 3. Director & Administrative Specialist Compensation:** Motion forwarded by the Personnel Committee to approve the Director and Administrative Specialist Compensation package, including a 2.5% increase to salary for the Director and Administrative Specialist; and a 1 year renewal of Director's annual contract. All yeas (6-0). Motion carried.
 - B. Budget & Finance Committee:**
 - 1. Budget Adjustments FY 2015-16:** Motion forwarded by the Budget & Finance Committee to accept the Proposed Adjustments to the FY 2015-16 Budget as presented. All yeas (6-0). Motion carried.

2. **Audit:** Denise reported that the Audit of the FY 2015-2016 financial records has been scheduled with Lewis & Knopf Auditors, to begin in mid-October. The auditors will be presenting the final audit at the January, 2017 meeting.
3. **E-Rate Program Filing:** Denise mentioned USAC has declined the e-rate request for the cell card and the telephone line for 2015-16. Our rate of reimbursement has been reduced to 50%.
4. **MMLC Website Update & Redesign:** Motion forwarded by the Budget & Finance Committee to approve the contract to update and redesign the MMLC Website and Software. Roll call vote: All yeas (7-0). Motion carried.
5. **Mott Foundation Lease Agreement:** Motion forwarded by the Budget & Finance Committee to approve the Mott Foundation Lease Agreement for a term of three years (October 1, 2016 – September 30, 2019). Roll call vote: All yeas (7-0). Motion carried.
6. **Proposed FY 2016-17 Budget:** Motion forwarded by the Budget & Finance Committee to approve the FY 2016-17 Budget as presented. All yeas (7-0). Motion carried.
7. **Resolution on Fund Balance:** Motion forwarded by the Budget & Finance Committee to approve the Resolution on Fund Balance as presented. All yeas (7-0). Motion carried.

C. Document Review Committee:

1. **Plan of Service Revision:** Denise briefly explained the changes made to two sections in the Plan of Service. Motion forwarded by the Document Review Committee to accept the revised Plan of Service as presented. All yeas (7-0). Motion carried.

D. Board Officer Slate, FY 2016-2017: Motion by Charles Hanson seconded by Tina Gutierrez to approve the Slate of Officers for FY 2016-17 as presented:

- Board Chairperson Debora Bloomquist
- Board Vice-Chairperson Robert Crites
- Board Secretary-Treasurer Karen Hornus

All yeas (7-0). Motion carried.

IX. Business:

- A. **Resolution on Banking Institutions:** Motion by Charles Hanson, seconded by Debora Bloomquist to approve the Resolution on Banking Institutions for FY 2016-17 as presented. All yeas (7-0). Motion Carried.
- B. **Resolution on Credit Cards:** Motion by Tina Gutierrez, seconded by Charles Hanson to approve the Resolution on Credit Cards for FY 2016-17 as presented. All yeas (7-0). Motion carried.
- C. **Board Meeting Schedule:** Motion by Debora Bloomquist, seconded by Charles Hanson to approve the Board Meeting Schedule for FY 2016-17 as presented. All yeas (7-0). Motion carried.
- D. **Committee Service Assignments:** Ruth distributed the Committee Service document and asked members to volunteer to serve on the committees for the upcoming fiscal year.
- E. **Board Member Contact List:** Ruth asked members to review the list and update the contact information.
- F. **2016 Summer Reading Program Report:** Irene reviewed the annual report of Programming for 2016, mentioning that a record 552 programs were booked through the office. The Performers Showcase is scheduled for September 21, 2016, at Genesys Banquet Center in Grand Blanc, MI. Denise mentioned that a conversation has begun with Superiorland Library Cooperative on expanding our reach to their membership.

- X. Director's Report:** Denise referred members to the written report, highlighting several specific items.
- A. MMLC Work Plan 2016-2017: Motion by Robert Crites, seconded by Tina Gutierrez to approve the FY 2016-17 Work Plan as presented. All yeas (7-0). Motion carried.**
 - B. NLLD Evaluation Report:** As reported at the Annual Meeting, the NLLD trip did not happen for most of the group due to the weather in Flint and the Midwest. The airport in Chicago was closed due to fog and attempts to find later flights with other airlines (and at other airports) turned out to be cost prohibitive or would not have gotten the group to Washington D.C. in a timely way. Even an idea to drive was thwarted when the rental car companies were not open. Two members of the group did participate in virtual attendance at the orientation the next day. Fortunately, Charles Hanson was able to be in Washington D.C. since his flight was out of Detroit. Charles shared his experiences when he returned.
 - C. Technology & Innovation Support Grant Report:** Denise distributed the report compiled from evaluations submitted by public library members who received grants in 2015.
 - D. Library Promotion Initiatives Grant Report:** Denise distributed the report compiled from evaluations submitted by public library members who received grants in 2015.
 - E. January Meeting – Annual Potluck / Social:** Denise mentioned that the board has traditionally held a planned potluck at the January Board Meeting. Members were asked to let Irene know what they are bringing.
- XI. Recognition of Board Service:** Robert acknowledged Ruth Helwig's service to the MMLC Board. Ruth's term of service will end on September 30, 2016. Denise presented Ruth with a Service Award and a bouquet of flowers. **Motion by Charles Hanson, seconded by Tina Gutierrez to accept the resignation of Rachael Worley as the School Library representative to the MMLC Board. All yeas (7-0). Motion carried.**
- XII. Recognition of Desta Ureel, Dryden Township Library Director:** **Motion by Charles Hanson, seconded by Nancy Rozier to accept the Resolution recognizing the significant contributions made to Mideastern Michigan Library Cooperative by Desta Ureel, upon her retirement from Dryden Township Library.**
- XIII. Oath of Office:**
Ruth offered the Oath of Office to new and returning board members:
Pat Wright, representing Lapeer District Library
- XIV. Board Comments:** Ruth thanked everyone for the recognitions and commented on how much she has enjoyed serving on the MMLC Board.
- XV. Adjournment:** **Motion by Charles Hanson, seconded by Debora Bloomquist to adjourn the September 8, 2016 Mideastern Michigan Library Cooperative Board of Trustees meeting. All yeas (7-0). Motion carried.**

6:00 p.m.

Respectfully Submitted,

Irene Bancroft
MMLC Administrative Specialist