

# Mideastern Michigan Library Cooperative Communications Plan

## MMLC Board Meeting, September 8, 2005

The Board of the Mideastern Michigan Library Cooperative establishes the following procedures to communicate with Board members and member libraries.

- A schedule of Board meetings and Advisory Council meetings shall be established at the beginning of each fiscal year. The meeting schedules shall be distributed to all Board members and member libraries. The meeting schedules shall also be posted on the Cooperative web site.
- All Board members and member libraries shall receive copies of the Board meeting packet prior to scheduled board meetings. Packets shall include an agenda, minutes, financial statements, director's report, and other supporting documents
- All member libraries shall receive copies of the Advisory Council meeting packet prior to scheduled advisory council meetings. Packets shall include an agenda, minutes, and other supporting documents.
- The MMLC web site shall be utilized as another form of communication. The MMLC web-site shall include the following:
  - a. Minutes of the MMLC Board and Advisory Council meetings.
  - b. Current fiscal year budget.
  - c. Plan of Service
  - d. Bylaws
  - e. Strategic Plan
  - f. Contact list of MMLC Board Members
  - g. List of library members with a link to their homepage.
  - h. Policies and Procedures adopted by the MMLC Board.
- The MMROC discussion list shall be maintained and serve as a forum for the discussion of topics of interest to the members. It shall also serve as a method for distributing information globally. MMLC Board members may also subscribe to the list.
- The MMLC office shall maintain a fax machine, adequate telephone lines, and an answering machine. The answering machine shall have remote access capabilities, which will allow staff to retrieve messages at all times.
- MMLC shall provide both the Director and Administrative Assistant with a cellular telephone.
- MMLC shall provide Internet connectivity at the office and email accounts for the Director and Administrative Assistant.
- MMLC shall provide the Director with a wireless laptop computer with a phone card. The Director shall utilize the computer to retrieve and respond to e-mail when appropriate.
- The Mideastern Michigan Library Cooperative shall adhere to the Open Meetings Act in conducting its business.