

# **Mideastern Michigan Library Cooperative**

## **Communications Plan**

**Adopted: September 8, 2005**

**Revised: January 10, 2013**

# Mideastern Michigan Library Cooperative Communications Plan

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

- 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 shall receive copies of the Board meeting packet via email prior to all 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 via email prior to all 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 when not in the office.
- MMLC shall provide the Director with a cellular telephone. In addition, the Administrative Specialist may require cellular telephone support when job responsibilities require remote communication with members or the office.
- MMLC shall provide Internet connectivity at the office and email accounts for the Director and Administrative Specialist. Wireless access via an air card shall be provided.
- MMLC shall provide computers for office and off-site use. The Director and Administrative Specialist shall utilize their computers to correspond with the Board, members, and the greater library community via email, to share information via the MMLC and other listservs, and to promote cooperative activities and initiatives as appropriate.
- The Mideastern Michigan Library Cooperative shall adhere to the Open Meetings Act in conducting its business.