

**Mideastern Michigan Library Cooperative  
Board of Trustees Meeting  
September 9, 2021 - 4:30 p.m.  
Mideastern MI Library Cooperative  
Via Zoom**

*Continue our commitment to the advancement of library service  
by assisting all members in providing and delivering valuable,  
cost effective services to their library communities.*

## Agenda

### Join Zoom Meeting Details:

<https://us02web.zoom.us/j/82829138444?pwd=Y3h4V3ozUEJSWmcwaEwxUTZ1a1IvZz09>

**Meeting ID: 828 2913 8444**

**Passcode: 303848**

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|---|-----------------|
| I. Call to order  | Clark           |
| II. Board Member Introductions                              | Clark           |
| III. Recognition of Virtual Attendees                       | Clark           |
| IV. Roll Call   | Bancroft        |
| V. Public Comments  |                 |
| VI. Approval of the Minutes – January 14, 2021              | (Action)        |
| VII. Approval of the Financial Statements – August 31, 2021 | (Action)        |
| VIII. Committee Reports/Action:                             |                 |
| A. Personnel Committee                                      | Valle           |
| 1. Work Plan 2020-21 – Final Report                         | (Action)        |
| 2. Director’s Evaluation                                    | (Action)        |
| 3. Director and Administrative Specialist Compensation      | (Action)        |
| B. Budget and Finance Committee***                          | Jubar           |
| 1. Budget Adjustments FY 2020-21                            | (Action)        |
| 2. Proposed FY 2021-22 Budget                               | (Action)        |
| 3. Resolution on Fund Balance                               | (Action)        |
| C. Board Officer Slate, FY 2021-22                          | Clark           |
| A. Board Chairperson:                                       | Pamela Clark    |
| B. Board Vice-Chairperson:                                  | Perry Valle     |
| C. Board Secretary/Treasurer:                               | Dr. Jason Jubar |
|   | (Action)        |

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| IX. Business:  | Clark        |
| A. Resolution on Banking Institutions  | (Action)     |
| B. Resolution on Credit Cards  | (Action)     |
| C. Board Meeting Schedule  | (Action)     |
| D. Technology Plan, FY 2017- 2020 Final Report   | (Action)     |
| E. Technology Plan, FY 2020 - 2023   | (Action)     |
| F. Plan of Service Updates, 2021   | (Action)     |
| - Addition of language for Advisory Council Virtual Meetings                                       |              |
| - Updated Organizational History   |              |
| - Updated Multi-Type Member List   |              |
| G. Personnel Manual Updates, 2021  | (Action)     |
| - Addition to Section V Conditions of Work, Item C Health Emergency or Natural Disaster Conditions |              |
| - Addition of Addendum F: Work from Home Policy  |              |
| H. Programming 2021 Report   | Bancroft     |
| I. Committee Service Assignments   | Information  |
| J. Board Member Contact List   | Information  |
| K. Strategic Plan Discussion   | Palmer       |
| X. Director's Report:  | Palmer       |
| A. MMLC Work Plan 2021-22  | (Action)     |
| B. Technology and Innovation Grant Final Report  | Information  |
| C. COVID-19 Grant Final Reports  | Information  |
| XI. Recognition of Board Service   | Clark/Palmer |
| A. Mary Herr, representing Bay County Library System   |              |
| B. Jill Sodt, Mott Community College, representing Multi-Type libraries                            |              |
| XII. Board Members / Oath of Office  | Clark        |
| A. Paul Travis, representing Bay County Library System   |              |
| B. Sandy Drake, representing Capital Area District Libraries                                       |              |
| C. Janie Lupo, representing Goodland Township Library  |              |
| D. Anne Heidemann, Saginaw Chippewa Tribal Libraries, representing Multi-Type libraries            |              |
| XIII. Board Comments   |              |
| XIV. Adjournment   |              |

**\*\*\*Budget Committee meeting at 3:30 pm on September 11, 2021  
Members: Jubar; Clark; Lupo; Sodt; Palmer**

**Next scheduled meeting of the MMLC Board:  
January 13, 2022, 4:30 p.m., Annual Audit Presentation  
Location: TBD**