

**Mideastern Michigan Library Cooperative
Virtual Meeting, Via Zoom
Thursday, September 9, 2021**

I. Call to Order: Board Chair Pamela Clark called the September 9, 2021 meeting to order at 4:30 p.m.

II. MMLC Board Present: (Virtual Attendance): Perry Valle; Pamela Clark; Sandy Drake; Jill Sodr; Janie Lupo; Jason Jubar; Mary Herr, Monica Fox; Joanie Towarnicky; Sarah Gault (5:20 p.m.).

MMLC Staff Present: Eric Palmer; Irene Bancroft

Guests Present: (Virtual Attendance): Anne Heidemann

MMLC Board Members Absent: none

III. Public Comments: none

IV. Approval of the Minutes: January 14, 2021. Motion by Perry Valle, seconded by Jason Jubar to approve the minutes as presented. All yeas (9-0). Approved as presented.

V. Approval of the Financial Statements: August 31, 2021. Motion forwarded by the Budget & Finance Committee to approve the August 31, 2021 financial statements as presented. All yeas (9-0). Approved as presented.

VI. Committee Reports:

a. Personnel Committee

- i. Work Plan FY 2020-2021 Final Report: Motion forwarded by the Personnel Committee to accept the FY 2010-21 Work Plan Final Report as presented. All yeas (9-0). Motion carried.**
- ii. Director's Annual Evaluation: Eric authorized discussion of his annual evaluation in open meeting. Personnel Committee Chair Perry Valle reported the results of the Director's Annual Evaluation. Motion forwarded by the Personnel Committee to accept the Director's 2021 Annual Evaluation as presented and to extend the Director's contract for one year. All yeas (10-0). Motion carried.**
- iii. Director & Administrative Specialist Compensation: Motion forward by the Personnel Committee to approve a 3% Cost of Living Increase to Salary Compensation for the Director and the Administrative Specialist. All yeas (10-0). Motion carried.**

b. Budget & Finance Committee:

- i. Budget Adjustments FY 2020-2021: Motion forwarded by the Budget & Finance Committee to accept the proposed adjustments to the FY 2020-2021 Budget, as presented. All yeas (10-0). Motion carried.**
- ii. Audit: Budget & Finance Committee Chair Jason Jubar reported that the Annual Audit for FY 2020-2021 will begin in late October. The final audit presentation will be made at the January 2022 meeting.**
- iii. Proposed FY 2021-2020 Budget: Motion forwarded by the Budget & Finance Committee to approve the Proposed FY 2021-22 Budget as presented. All yeas (10-0). Motion carried.**

- iv. **Resolution on Fund Balance:** Recognizing that the Cooperative should maintain a certain level of reserve funds, the budget & finance committee recommends that an amount equal to at least 20 months of budgeted administrative expenses shall be held as reserved Fund Balance. **Motion forwarded by the Budget & Finance Committee to approve the Resolution on Fund Balance as presented. All yeas (10-0). Motion carried.**

c. **Nominating Committee:**

Board Slate of Officers for FY 2021-2022: Motion by Joanie Towarnicky, seconded by Perry Valle to approve the Slate of Officers for FY 2021-2022 as presented:

Board Chairperson Pamela Clark

Board Vice-Chairperson Perry Valle

Board Secretary – Treasurer Jason Jubar

All yeas (10-0). Motion carried.

VII. Business:

- a. **Resolution on Banking Institutions: Motion by Sandy Drake, seconded by Janie Lupo to approve the Resolution on Banking Institutions for FY 2021-2022 as revised. All yeas (10-0). Motion Carried.**
- b. **Resolution on Credit Cards: Motion by Perry Valle, seconded by Sandy Drake to approve the Resolution on Credit Cards for FY 2021-2022. All yeas (10-0). Motion carried.**
- c. **Board Meeting Schedule: Motion by Sarah Gault, seconded by Janie Lupo to approve the Board Meeting Schedule for FY 2021-2022 as presented. All yeas (10-0). Motion carried.**
- d. **Technology Plan, FY 2017-2020, Final Report:** Eric reviewed the Technology Plan, FY 2017-2020 Final Report, highlighting several items that had been accomplished. **Motion by Sandy Drake, seconded by Joanie Towarnicky to approve the Technology Plan, FY 2017-2020 Final Report as presented. All yeas (10-0). Motion carried.**
- e. **Technology Plan, FY 2020 – 2023:** Eric reviewed the Technology Plan, FY 2020-2023 document. **Motion by Sandy Drake, seconded by Monica Fox to approve the Technology Plan, FY 2020-2023 as presented. All yeas (10-0). Motion carried.**
- f. **Plan of Service updates:** Eric briefly reviewed the proposed updates to the Plan of Service, including:
- Addition of language for Advisory Council Virtual Meeting Attendance
 - Updated Organizational History
 - Updated Multi-Type Membership List
- Motion by Sandy Drake, seconded by Sarah Gault to approve the Plan of Service updates as revised. All yeas (10-0). Motion carried.**
- g. **Personnel Manual Updates:** Eric briefly reviewed the proposed updates to the Personnel Manual. **Motion by Perry Valle, seconded by Janie Lupo to approve the Personnel Manual updates as revised. All yeas (10-0). Motion carried.**
- h. **Committee Service Assignments:** Eric referred members to the Committee Service document and asked members to volunteer to serve on committees for the upcoming fiscal year.
- i. **Board Member Contact List:** Eric asked members to review the list and update the contact information.
- j. **2021 Summer Reading Program Report:** Irene gave an overview of Programming for FY 2020-2021, mentioning that the 192 programs were held this year, with 46 held in person. Unfortunately, there were also 78 programs that were cancelled due to the ongoing Pandemic.

The Performers Showcase was once again cancelled for this year. Instead, the MMLC website, Programming page will include dynamic elements such as short performer marketing videos, jpg files of pictures from performers for marketing purposes, links to performers website and social media pages, the annual Preferred Performers list, as well as links to other important information. We have begun booking programs for the new fiscal year and currently have approximately 25 in-person events booked for this Fall.

k. Strategic Plan Discussion: Eric mentioned that the current Strategic Plan covers the years 2015-2020. Discussion was held concerning updates to the Plan to cover 2020-2025.

X. Director's Report: Eric referred members to his written report, highlighting several specific items.

a. MMLC Work Plan 2021-2022: Motion by Jason Jubar, seconded by Perry Valle to approve the FY 2021-2022 Work Plan as presented. All yeas (10-0). Motion carried.

b. Technology & Innovation Support Grant Report: Eric briefly reviewed the report compiled from evaluations submitted by public members who received grants this year.

c. COVID 19 Grant Report: Eric briefly review the reports compiled for Public Libraries and Multi-Type Libraries from evaluations submitted by members who received grants this year.

XI. Recognition of Board Service: Pam and Eric thanked Mary Herr for her three years of service to Mideastern Michigan Library Cooperative. Pam and Eric recognized Jill Sodt for her three years of service to Mideastern Michigan Library Cooperative. Eric mentioned that Mary and Jill have served on several committees over the course of their tenure on the Board.

XII. Oath of Office:

Board Chair Pamela Clark offered the Oath of Office to new & returning board members:

Sandy Drake, representing Capital Area District Library

Janie Lupo, representing Goodland Township Library

Anne Heidemann, Saginaw Chippewa Tribal Libraries, representing Multi-Type Libraries

XII. Board Comments: Board members thanked Pam and Irene for all the work to make the meeting run smoothly. Mary Herr commented that it was an honor to serve on the Board. Jill Sodt commented that it has been a pleasure to serve on the Board and that she thoroughly enjoyed the experience.

XIII. Adjournment: Motion by Monica Fox, seconded by Janie Lupo to adjourn the September 19, 2021 Mideastern Michigan Library Cooperative Board of Trustees meeting. All yeas (10-0). Motion carried.

Adjourned at 6:05 p.m.

Respectfully Submitted,

Irene Bancroft

MMLC Administrative Specialist