Mideastern Michigan Library Cooperative

Communications Plan

Adopted: September 8, 2009
Revised: 2012; 2020; 2022
Revised: September 10, 2026

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 website. The MMLC Board Chair or the Cooperative Director may cancel a meeting due to the lack of business, lack of a quorum, weather-related issues, State or National health & well-being mandates.

- All Board members and Advisory Council members shall receive access to digital copies of the Board meeting packet via email prior to scheduled board meetings. Packets shall include an agenda, minutes, financial statements, director's report, and other supporting documents.

- All Advisory Council members and Board members shall receive access to digital copies of the Advisory Council meeting packet via email 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 website shall include the following:
    a. Current Fiscal Year MMLC Board and Advisory Council Meeting Schedules
    b. Current Fiscal Year Minutes of the MMLC Board and Advisory Council meetings
    c. Current fiscal year budget
    d. Most recent Audit
    e. Contact list of MMLC Board Members
    f. List of library members with a link to their homepage
    g. Current Plans, Policies and Procedures adopted by the MMLC Board, including but not limited to:
        - Advocacy Plan
        - Bylaws
        - Communications Plan
        - Credit Card Policy
        - Freedom of Information Policy
        - Investment Policy
        - Personnel Policy
        - Plan of Service
        - Strategic Plan
        - Technology Plan
        - Travel Expense Plan
        - Trust Account Plan
        - Annual Director's Work Plan
    h. Archived permanent historical records required by the State of Michigan Records Retention Schedule, including but not limited to MMLC Board Minutes, MMLC Advisory Council Minutes and MMLC Director Reports.

- MMLC shall maintain a unique business telephone line for the Cooperative. The cost of this line shall be paid as part of the Cooperative budget process.

- MMLC shall reimburse full time employees a percentage of their personal cell phone bill as part of their benefit packages. This will allow them to conduct MMLC business virtually.

- MMLC shall provide business email accounts for the Director and Administrative Specialist.

- MMLC shall provide computers for the Director and Administrative Specialist. The Director and Administrative Specialist shall utilize their computers to correspond with the Board, Library members, and the greater library community via email, virtual conferences, to share information via listservs, and to promote cooperative activities and initiatives as appropriate.
- MMLC shall communicate vital information, as soon as possible to Board members and Advisory Council members, including, but not limited to, call to action items from ALA, MLA and the Library of Michigan.
- MMLC staff shall share with member libraries and the MMLC Board a written summary communicating information learned at conferences, regional meetings, workshops, webinars and other learning opportunities attended.
- The MMLC Director shall provide bimonthly Director Reports to MMLC Board members and Advisory Council members. The report shall contain updates on the MMLC budget, items pertaining to actions of the Board, upcoming Training opportunities and other pertinent information.
- The MMLC Director and staff shall develop an Internal Communication Plan. The Cooperative shall provide a platform to enable information sharing.
- The Mideastern Michigan Library Cooperative shall adhere to the Open Meetings Act, as revised in conducting its business.