

**Mid-Michigan Library League Board of Trustees  
Minutes of Thursday September 19, 2013 Meeting**

Present: Mary Edens, Tiffany Haight, Dale Priester, Lisa Leedy, Kim Frazho (replaced David Robinson), Metta Lansdale (ex officio), and Director James Lawrence

Absent (all excused): Elsie Connor, Jeanette Fleury, Donna Bronkema, & Gay Budinger

Guests: Members of the Advisory Council

**Call to Order:** With a quorum present, the meeting was called to order at 12:15pm by Mary Edens.

**Roll Call:** 5 Board Members and the Director present.

**Acceptance of Minutes:** The minutes of the August 22, 2013 meeting were accepted (motion by Priester/supported by Leedy).

**Public Participation and Communications:** Metta Lansdale mentioned that the Director's Report should be posted on the website. She also questioned the word "Goal" in the minutes of the August meeting (wording will be changed to "Accomplishments"). She encouraged the Board and Committees to follow the Open Meetings Act for all meetings (including advertising the meeting times on the website).

**Approval of Agenda:** Accepted. (motion by Leedy/supported by Haight).

**Financial Reports and Approval of Bills:** Priester made the motion to accept and place on file the August Financial Report. Supported by Haight. Motion was unanimously carried.

**Personnel Committee Report:** The Personnel Committee created a draft with goals for the upcoming fiscal year. These goals include: MMLL member training (including MeL consultation and Personal Property Tax training opportunities), revisions for Director job description and Assistant job description, review the changes in a personnel manual before it is posted online, and create an on-line evaluation of the Director for the Librarians to complete by May of 2014. An Advisory Council member needs to be added to the Committee.

**Finance Committee Report:** The Committee met on September 6 to work on the budget, which is being presented at this meeting. Concerns were expressed at the Advisory Council meeting about the revenues in the budget.

**Communications Committee Report:** Nothing at this time.

**Director's Report:** James Lawrence, Director, handed out a written report, which is on file. He discussed topics in the report. After revisions, the report will be posted on the MMLL website.

**Unfinished Business:**

State Aid: (2013-2014) State Aid will be increasing by about 18%.

Interlibrary Loan: Jim presented the Board with statistics on Interlibrary Loan. From September 2012-August 2013, there were 8078 requests through ILL. That is down 998 requests from the previous year. In regards to OCLC, the League requested 1783 items for the 12 months ending August 30, 2013, which is down 1049 from the previous year.

**New Business:**

2013-2014 Budget: The budget was reviewed by the Board. A motion was made by Priester and supported by Leedy. After a discussion, which included information about job responsibilities of a potential new hire at the League and the option of using or selling the League laptops, it was decided that Workshops/Training Fees under Revenues should be changed from \$3,500 to \$500. Motion was unanimously carried.

Calendar for Meetings and Holidays: Priester moved we accept the 2013-2014 Calendar. Frazho supported. Motion was unanimously carried.

Plan of Service Review: Motion to reaffirm the Plan of Service was made by Leedy and supported by Haight. Motion was unanimously carried.

Selection of Auditor for Annual Audit: Priester moved we accept the bid from Baird, Cotter & Bishop for \$2,950.00. Supported by Frazho. Motion was unanimously carried.

**Trustee Comments:**

Mary Edens was thanked for her service to the Board.

**Adjournment:** Edens adjourned the meeting at 1:20pm. Motion by Priester, supported by Haight.

Submitted by Tiffany Haight, Secretary of the Board