

Mid-Michigan Library League Board of Trustees
Minutes of Thursday December 11, 2014

Present: Tiffany Haight, Lisa Leedy, Gay Budinger, Kim Frazho, Patti Colvin, Dale Priester, Nanette Miller, Heather Symon-Bassett (new Board member from Group 8), Director James Lawrence, Diane Eisenga (Advisory Council Chair) and members of the Advisory Council

Absent: Jeanette Fleury (excused)

Call to Order: With a quorum present, the meeting was called to order at 10:05am by President Lisa Leedy.

Roll Call: 8 Board Members, Director, and Advisory Council members present

Acceptance of Minutes: Minutes of the September 18, 2014 meeting were approved. Motion by Priester/Frazho. Motion carried.

Public Participation and Communications: Jim Lawrence informed the Board that he will be retiring. Roger Mendel, Co-op Director of Northland Library Cooperative is also retiring. Northland has 16 member libraries. There was talk of Northland disbanding and joining the Mid-Michigan Library League.

Approval of Agenda: Motion by Frazho/David Diller (Advisory Council). Motion carried. Later in the meeting, the agenda was changed to include personnel committee authorization to appoint Interim Director under Business.

Presentation of the Audit: Ryan from Baird, Cotter, and Bishop presented the audit for the fiscal year ending September 30 2014.

Financial Reports and Approval of Bills: Motion to approve the financial reports for September, October, and November made by Budinger/Haight. Motion to approve the purchases journals for September, October and November made by Colvin/Budinger. Motions carried.

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.

COMMITTEE REPORTS

Personnel Committee Report: The committee has met several times. The review for Jim was done. A plan for hiring a new Director is needed. Jim has given his 60 days (per his contract), so this is the time frame the committee has to work with. Another option is hiring an Interim Director. Bradley Chaplin, Nanette Miller, and Jeanette Fleury would like to help with the search process.

Finance Committee: Nothing to report

Communications Committee: The committee sent a survey to member libraries. The survey results will be used to adjust the job description for the new Director.

BUSINESS

Election of Officers: A nomination ceremony created the following slate--Lisa Leedy as President, Gay Budinger as Vice President, Jeanette Fleury as Treasurer, and Nanette Miller as Secretary. The nomination ceremony was then closed, and motion was made by Priester/Colvin to accept the slate. Motion carried.

Interlibrary Loan Stats: A report for the fiscal year 2014 was presented. The number of requests has dropped as more libraries are joining MelCat.

Credit Card Policy: A draft of a credit card policy was presented to the board. The draft will include the following corrections: Anytime "Library" is stated, it needs to be changed to Mid Michigan Library League. The word "upon" under number 8 will be changed to "before." Under Guidelines, Card Use--"The card has an authorized maximum spending limit of \$1,000" will be taken out. Under Transaction Procedure, "or online" will be added to the end of the first sentence. Motion by Priester/Leedy to adopt the Credit Card policy with changes. Motion carried.

Records Retention Policy: A draft of a Records Retention Policy was presented to the board. Motion by Colvin/Miller to adopt this policy. Motion carried.

Request to Dispose of Laptop Computers: Two laptops will be kept to go with the projectors, and an email will go out on ListServ to see if member libraries would have a use for the remaining laptops. Motion by Priester/Miller. Motion carried.

Survey Results: Discussed when the Communications Committee gave their report.

Plan of Service: Proposed changes have been tabled. A few suggestions from Advisory Council members: change Advisory Council meetings from 6 to 4, have a set date on when to draft a budget for the fiscal year, and a procedure for dissolution of the cooperative.

Board Seats: All seats are filled.

Authorization to Appoint Interim Director: Personnel Committee will approach MLA to get a salary range. Colvin moves to authorize the personnel committee to search and obtain an interim director to serve for up to 6 months and the Mid-Michigan Library League will cover any related costs during this process. Seconded by Priester. Motion carried.

Board Comments: None

Adjournment: Leedy adjourned the meeting at 12:15pm. Motion by Priester/Colvin.