

**Mid-Michigan Library League
Board of Trustees Meeting
January 21, 2016 10:30 am
Cadillac Wexford Library**

Called to Order by Vice Chair Dale Priester at 10:35am.

Roll Call: Dale Priester, Heather Bassett, Eric Smith, Gay Budinger, Jeanette Fleury, Lisa Leedy and Kim Frazho via conference phone along with Director Sheryl Mase

Excused: Nannette Miller, Patti Colvin

Advisory Members: Diane Eisenga, Cathy Tacoma, Michelle Moore, Ryan Deery, Mary Baker, Kimberly Young, Miriam Andrus

Guests: Lisa Eash (Bookkeeper), Ryan Howell (auditor)

Advisory Report: Miriam Andrus reported on of forming of a Continuing Ed Committee consisting of Kimberly Young of Houghton Lake, Michelle Moore of Missaukee, Cathy Carter of Benzie, Ryan Deery of Suttons Bay, Eric Smith of Mason County

Approval of Agenda Mase asked for the following items to be added to the agenda under New Business: Continuing Education Committee and Proposed Budget Amendments. *Per Vice Chair Priester, we don't need approval of Agenda*

Minutes: *Priester, Frazho moved to approve November 2015 minutes unanimously carried.*

Audit: Ryan Howell of Baird Cotter and Bishop gave an overview of our 2015 Audit. He gave an explanation of the difference between full accrual and modified accrual as well as the changes in GASB standards.

Based on the explanation of fund balance, Leedy questioned the accuracy of the budget spreadsheet presented in the packet. Budinger suggested the SAGE, budget to actual report be printed and attached to the spreadsheet that is currently provided for reference and sourcing.

Ryan Howell explained the material weaknesses noted in the management letter.

*Leedy moved to receive and file the 2015 audit as presented, supported by Budinger.
Unanimously carried.*

Financial Statements: Budinger would like to see an income statement generated from SAGE software directly included in the packets. Mase will send out to the Finance Committee before next meeting to ensure the reports are what board/finance committee is looking for.

Smith moved to receive and file November & December financial statements supported by Frazho. Unanimously carried.

Purchase Journal: Leedy asked to ensure the missing items from the prior meeting were included and Mase confirmed that was done.

Budinger moved to accept the Purchases Journal as presented, with support from Leedy, Frazho-Y, Bassett-Y, Smith-Y, Budinger-Y, Fleury-Y, Priester-Y, Leedy-Y. Unanimously carried.

Director's Report: Mase reviewed the Director's Report (also available online). Miriam Andrus inquired if anyone has Large Print duplicates they would like to swap, please get in touch with her.

Finance Committee: Financial Procedures were discussed. Budinger suggested remove the account number from Cash Receipts item #2. Budinger asked for clarification on the payroll procedure. Fleury asked for clarification under Payroll process #5. Fleury suggested to replace the phrase 'Dishonesty Coverage' with the word 'Bond'. Bank Rec #1 bank statements shall be received directly and opened by the bookkeeper.

Personnel Committee: Frazho reported the results of the review would be sent out. The process for handling an employee's review was discussed and the employee's right to a closed session. Further clarification is needed on the appropriate process. Frazho suggested the evaluation be postponed until next meeting. Priester noted this will be postponed.

Old Business: Jack Sheehan longevity pay was discussed. *Fleury moved to accept payment to Jack Sheehan of Longevity pay. Budinger supported. Fleury-Y, Frazho-Y, Leedy-Y, Budinger-Y, Priester-Y, Smith-Y, Bassett-Y. Unanimously carried.*

Mini Grant: We received \$700 more in grant requests than funding budgeted and Mase would like the extra funding approved. *Fleury moved to pro-rate the funding so as to allow all applicants to be funded but still remain within the \$5000 budget amount. Leedy supported. Discussion: Fleury asked where Mase would find additional funds to support overages. Discussion ensued on where from the budget the money is included. Mase feels we have \$700 that we can find for this project. Budinger and Leedy feel we should live within the budget framed for this project as it is early in the year, we have multiple new programs. This is a good solution to allow all applicants to be funded. Motion carried unanimously.*

Benefits of Membership Document: Mase explained she would like board support on this document. She used TADL as an example and has been reaching out to them to see what the MMLL could do for them with no response. Michelle Moore elaborated that her board has

considered withdrawing from MMLL based on retaining their state aid. Moore reached out to Mase for a document to provide to her board an explanation of how the funding works and what MMLL does for the members. Mase would like to help TADL be the showcase library. Board has requested Mase to send a letter requesting to be put on the agenda for the Facilities and Services committee meeting and try to gain input on what we can do to retain TADL in MMLL. Board would like Leedy to attend with Mase. Mase asked for input on the Membership Document. *Smith moved to accept the Benefits of Membership document as presented, supported by Bassett supported. Unanimously carried.*

ALA Legislative Day: Mase gave an overview and asked if she should find money to send a committee or person. Budinger suggested Mase find a few people who might want to go and then see if she can find the money in the budget to bring back to March.

CEC Committee-*Leedy moved to accept committee as presented by the Advisory Committee, supported by Budinger. Unanimously carried.*

- *Fleury left at 1pm.*

Proposed Budget Amendment postponed

Advisory Council-nothing further

Board Comments-nothing

Adjourn Leedy supported by Budinger 1:12pm

Respectfully submitted,

Lisa Leedy

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