

**Mid-Michigan Library League**  
**Board of Trustees Meeting Minutes**  
**November 16, 2023**  
**Cadillac Wexford Public Library**  
**10:00 a.m.**

**Call to Order:** Diane Eisenga, Chair, called the meeting to order at 10:00 a.m.

**Call to Order:** Amanda McLaren (Group 2); Tracy Logan-Walker (Group 3); Diane Eisenga (Group 4); Eric Smith (Group 5); Lois Langenburg (Group 6), Valerie Church-McHugh (Group 7), Justine Peterson (Group 9)

**Members Absent:** Cindi Place (Group 1); Sarah Welch (Group 8)

**Also Present:** Jennifer Balcom, Director, MMLL

**Approval of Agenda:** M/S Church-McHugh/Peterson to approve the agenda as presented.

**Approval of Minutes:** M/S Langenburg/McLaren to approve the minutes from Sept. 21, 2023 Board Meeting. Motion passed.

**Public Participation and Communications:** There was no public participation or communication.

**Election of Officers:** M/S Church-McHugh/Logan-Walker moved to elect the following slate of officers. The motion passed.

Board Chair: Lois Langenburg

Vice Chair: Diane Eisenga

Treasurer: Valerie Church-McHugh

Secretary: Tracy Logan-Walker

**Committee Appointments:**

The Finance Committee for 2024 includes: Valerie Church-McHugh, Eric Smith, and Lois Langenburg

The Personnel Committee for 2024 includes: Diane Eisenga, Lois Langenburg, and Justine Peterson

**Financial Report:** M/S Church-McHugh/Logan-Walker to approve the purchase journals from 9/23 and 10/23. Roll Call: Logan-Walker-Aye, Eisenga-Aye, Smith-Aye, Langenburg-Aye, Church-McHugh-Aye, Peterson-Aye, McLaren-Aye

M/S Logan-Walker/Peterson to accept the Financial Reports for 9/23 and 10/23. The motion passed.

**Director's Report:** Director Balcom noted that the annual meeting was attended by almost 70 people. The follow up survey provided good feedback. Survey respondents requested more time for table talks and additional training for adult services. The possibility of co-op wide staff awards was suggested. The lack of an elevator at the venue is of concern and the co-op might consider a different venue next year.

The annual audit has been completed. The MMLL Board will receive a presentation on the audit at the January meeting.

The new office printer was installed November 15, 2023.

The Director discussed her experience attending the Michigan Library Association Conference. She focused on attending sessions she felt would be relevant and of interest to co-op members, including sessions on strategic planning, public funds, donations, and library legal issues. She also reported that her time spent manning the Co-op director's booth was both enjoyable and valuable.

The mini-grant program will have two rounds this year, fall and spring.

The hotspot grant is ending on December 31, 2023.

The MMLL board has a vacancy in Group 8.

The membership has had a lot of question about ballot language.

### **Committee Reports:**

Finance: No meeting/report

Personnel: No meeting/report

### **Old Business:**

Personnel Policy Update- The personnel committee has been working on updates to the policy with help from Foster, Swift, and Collins. Changes include: the addition of Juneteenth to the holiday schedule, the creation of vacation time, sick time, and holiday pay for non-exempt employees in anticipation of changes to Michigan labor laws, and a substance abuse policy.

M/S Smith/Church-McHugh moved to adopt the update personnel policy. The motion passed.

### **New Business:**

Mini-Grant Changes- In response, to the introduction of a second round of application for the mini-grant program, the committee has chosen to prioritize first round grant applications from a library. However, a group of at least nine libraries has applied to support the co-op wide Battle of the Books. As members of the group application, this might hurt some library's chances for funding in the second round of the grant year should they choose to apply for an individual grant in the spring. The Director asked if the board would consider funding this request as a pilot program by shifting the money from the mini-grant fund. The board discussed the importance of encouraging inter-library efforts and ultimately agreed to the proposal.

MMLL Board Meeting Location Changes- In 2024, board meetings will be held in the following locations:

January- Co-op Office

March- McBain Public Library

May- Benzonia Public Library

Future locations to be decided.

M/S Peterson/Langenburg moved to accept the location changes. The motion passed.

The Co-op Directors have been discussing an oath of office for the co-op board members as recommended by the library of Michigan. Director Balcom shared an information sheet provided by the state library. After some discussion, the board agreed to move forward with the process.

In the Co-op Director's meeting, the issue of contracts with member libraries was also raised. The library of Michigan recommends that each member library signs a contract agreeing to the co-op plan of service once a year. After some discussion, the board agreed to pursue a yearly contract.

**Public Comment:** None

**Advisory Council Comments:** Director Balcom noted that she has signed up for training with Thinkspace on future ready libraries. She will share reports on what she has learned with the Advisory Council and the MMLL Board.

**Board Member Comments:** Church-McHugh asked the board for their thoughts on Headlee Overrides, Headlee Override Plus, or District Libraries.

**Adjournment:** The meeting adjourned by unanimous consent at 11:17 a.m.