

Mid-Michigan Library League
Board of Trustees Meeting Minutes
March 19, 2026, 10 a.m.
Cadillac Wexford Public Library, Cadillac, MI

Call to Order: Lois Langenburg, Chair, called the meeting to order at 10:04 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: Mary Peterson (Group 1); Vacant Position (Group 8)

Also Present: Jennifer Balcom, Director, MMLL

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

Approval of Minutes: M/S Church-McHugh/Langenburg to approve the minutes from November 20, 2025 Board Meeting as presented. Motion passed.

Public Participation and Communications: Advisory Council Co-chair McLaren reported that A.C. meetings are continuing successfully. The individual training topics such as insurance for libraries have been very well received and participants are taking away valuable information.

Financial Report: M/S Logan-Walker/Eisenga to approve the expenditures from 12/25, 1/26, and 2/26.

McLaren-Aye; Logan-Walker- Aye; Eisenga-Aye; Smith-Aye; Langenburg-Aye; Church-McHugh-Aye; J. Peterson-Aye. The motion passed.

M/S Eisenga/MacLaren to accept the Financial Reports for 12/25, 1/26, and 2/26. The motion passed.

Director's Report: The Director has been receiving questions from member libraries about website accessibility.

The Advisory Council will feature speakers on the following topics: In April, Katie Stron will be visiting to talk about Overdrive, in May, the meeting will welcome speakers about facilities management, and in June, Andrea Ingmire from the Peter White Library will talk about staff turnover.

Director Balcom is attending a training on Community Collaboration provided by Every Library. She will report back on the information she learns.

The Director attended a Human Library event at the Rochester Hills Library. She had many glowing things to say about the experience and it's value in creating positive conversations.

Round 2 for MMLL Mini-Grants has opened up.

The Annual Membership Meeting will be held at Caberfae on Tuesday, Sept. 15. Save the dates will be sent out soon. If anyone has a suggestion for a keynote speaker, please share them with Director Balcom.

Committee Reports:

Finance: No meeting/report

Personnel: No meeting/report

Old Business:

Quickbooks- The League's Quickbooks software expired. Access to Quickbooks is now priced on a subscription basis and unfortunately MMLL does not qualify for discounts through Tech Soup. After some discussion the following motion was made:

M/S Church-McHugh/Langenburg moved to approve \$ 1,800 for an annual subscription to Quickbooks.

McLaren-Aye; Logan-Walker- Aye; Eisenga-Aye; Smith-Aye; Langenburg-Aye; Church-McHugh-Aye; J. Peterson-Aye. The motion passed.

Election of Officers- After discussion, the following slate of officers was proposed:

Chair- Justine Peterson

Vice Chair- Eric Smith

Secretary- Diane Eisenga

Treasurer- Lois Langenburg

M/S Church-McHugh/Logan-Walker. The motion passed.

New Business:

AT&T Reimbursement- During the pandemic, MMLL applied for a grant to support hotspot lending for member libraries. Some libraries had existing relationships with AT&T and paid their bills directly, while others paid through the League. When AT&T failed to apply for the reimbursement with the federal government, the League was left with a sizeable bill. MMLL paid the bill and used Elite Funds to apply for the federal reimbursement directly. That refund was received in 2025. However, member libraries who had paid AT&T directly were owed a portion of the money. The issue was recently discovered by the Manistee Library as part of their audit. To rectify this, the following motion was made:

M/S Logan-Walker/Smith moved to approve a payment of \$ 7,329.96 to the Manistee Public Library as the result of reimbursement from the federal government for hotspot access provided to the public via AT&T.

McLaren-Aye; Logan-Walker- Aye; Eisenga-Aye; Smith-Aye; Langenburg-Aye; Church-McHugh-Aye; J. Peterson-Aye. The motion passed.

Director Balcom will confirm with auditors at UHY on the most appropriate way to represent this transaction in the account record.

SOAR Strategic Plan Training: Because strategic planning is a best practice for public libraries but hiring a professional to facilitate this process is so expensive, Director Balcom has been seeking out training so that she can assist member libraries with this issue. The board discussed the existing training budget and acknowledged that this training fell within the scope of this fund. The board was in consensus that strategic planning training for the Director would prove valuable to the members and that the Director should pursue it.

Civic Plus Web Accessibility Proposal- The majority of the work to make the MMLL website accessible under the new Department of Labor guidelines has mostly been completed. However, there exists a backlog of PDF's on the website that need to be converted to a machine readable format. Through research, Director Balcom discovered that Civic Plus provides a yearly subscription to a tool that can perform this conversion easily and effectively. After discussion, the following motion was made:

M/S Logan-Walker/J. Peterson moved to approve a payment of \$ 1,200 to Civic Plus for a one year subscription to their PDF conversion tool.

McLaren-Aye; Logan-Walker- Aye; Eisenga-Aye; Smith-Aye; Langenburg-Aye; Church-McHugh-Aye; J. Peterson-Aye. The motion passed.

Public Comment: None.

Advisory Council Comments: None.

Board Member Comments: Board members discussed Governor Whitmer's reading initiatives and the roll public libraries play in fostering literacy. Director Balcom agreed to share some of these comments with other co-op directors and the MLA.

Board members also discussed data centers and their impact on communities.

Adjournment: The meeting adjourned by unanimous consent at 11:24 a.m.