

Southwest Michigan Library Cooperative
Board Meeting Minutes
February 11, 2016
2:00 pm at the Portage District Library

1. Call to Order by Vice President

Vice President Ralph Weessies called the meeting to order at 2:02 pm

2. Roll Call:

Andrews University – Lauren
Matacio (Board member)

Battle Creek – Leah Dodd (Board
member)

Benton Harbor – Kat Boyer (Board
member)

Buchanan – Barbara Wallace

Cass – Jennifer Ray (Board Treasurer)

Climax – Ralph Weessies (Board Vice
President)

Kalamazoo Public Schools – Patsy

Richardson (Board member)

Lincoln Township – Mary Hill (Board
member)

New Buffalo – Julie Grynowich (Board
Secretary)

Paw Paw – John Mohney (SMLC
Director)

Portage– Lawrence Kapture

Ransom– Joe Gross (Board member)

Richland– Dennis Kreps (Board
President)

Three Rivers – Melissa McPherson

Vicksburg – John Sheridan

Guest: Steve Bryer

3. Approval of Agenda

The agenda was approved on a motion by Mary Hill with support from Dennis Kreps.

4. Approval of November 30, 2015 Board Meeting Minutes

The minutes of the November 30, 2015 Board meeting were not submitted or available for approval. Julie Grynowich will contact Tim Wiggins for the minutes and distribute them via email to the Board, for approval at the April meeting.

5. Audit Report

Copies of the audit report were handed out to the board and a brief overview of the 2015 audit was presented by Steve Bryer, of Siegfried Crandall. The audit was clean with an unmodified auditor's opinion statement.

On September 30, 2015 we had \$101, 868 in cash and \$22,360 in prepaid expenditures, making the unrestricted fund balance \$124,228. To gage performance the unassigned cash amount is taken as a percentage of the operating expenditures, which was 51% or a half of a year's savings. Steve felt this was a healthy amount. John Mohney made the

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comment that our bylaws specify that savings should not dip below 13%. John would like to discuss this further when we talk about the budget. Steve then asked when the check from the State will arrive. Jennifer explained that the check had just arrived; the amount is \$103,965.02, another check should come in the summer. The full audit will be posted on the swmlc.info website and on the Department of Treasury website.

6. Treasurer's Report

Jennifer Ray said the profit and loss report was condensed down a bit, as some of the line items are no longer needed. Expenses to be paid are John's salary and expenses for workshops, travel and meetings, association dues, Library Ideas for Freegal, and to Secant for the website yearly fee.

The fund balance at the end of January was \$104,008.08. The only money received for the current fiscal year is the check received from the State that has not been deposited.

Dennis Kreps stated that he receives a quarterly invoice from Library Ideas for Freegal, and asked if individual libraries also received invoices. Several board members said they do receive the invoices and the coop contribution is listed. No action is required by Dennis Kreps for the Freegal invoices.

Ralph Weesies made a motion to pay bills for check numbers 3309 through 3314. The motion was seconded by Mary Hill. All ayes, motion carried.

7. Director's Report

John would like a response/confirmation for meetings as we need 6 members for a quorum. The four meetings are set at the beginning of the year at the organizational meeting. All meetings will begin with lunch at 1:00 pm and the board meeting will follow at 2:00 pm, with council meeting following approximately at 3:00 pm. All meetings are posted on the SMLC website: <http://www.swmlc.info/> .

The board and council meetings for the rest of the year are as follows:

April 14, 2016 - meeting at Cass District Library. Speaker: Shannon White, Library of Michigan.

August 11, 2016 – meeting at Climax/Lawrence Memorial Public Library. Speaker: Denise Hooks, Michigan Cooperative Directors Association President.

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October 13, 2016 - meeting at Paw Paw District Library. Speaker: Randy Dykhuis, MCLS Director. The October meeting will be the organizational meeting.

John is open to speaker suggestions and libraries to host the meetings. Please contact John with suggestions and he will continue to email reminders before the meetings.

The board member rotation schedule is listed on the SMLC website, along with a list of current board members and their terms. New board members are chosen based alphabetically, by library name, to serve a two year term. Dennis Kreps asked if the bylaws specified that the board member be a director, or if a staff member could fill the seat. It was thought that a staff member can serve on the board, as it has been done before. It was not known if a board member could send a replacement if they were unable to make a meeting. John reminded everyone that serving on the board is voluntary. John should have the rotation list ready for the August meeting, to give notice when terms are up, and to give libraries a chance to let him know if they are able to serve.

The rotation consists of:

Two class I & II libraries

Three class III libraries

Two class V libraries

Two class V & VI libraries (we only have 1 class VI, which is Cass)

One academic

One school

8. Communications

The only communication was from Mary Ann at Lincoln who wanted to know if she could be added to a children's list serv. Tim Wiggins is the person to contact if there is a children's listserv.

Mary Hill, and others, would like copies of the Director's meetings. John Mohney will find out the best way to get copies of the Director's meeting to Mary and the rest of the board.

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9. Unfinished Business

- A. John Mohney stated that the 2015 budget, which should have been set in October, has not yet been set. Jeff Rude, who prepares the Paw Paw audit, sent information from Audit Information to John, which shows what we did for 2011 – 2015. Nothing is listed for 2016, except what the proposed direct aid will be from the State of Michigan. This amount is \$207,928, which is our total income. John said we could then just fill out what the expenses may be, or just state that those line items do not fit the way we do our business. We have obligations: web presence, Mel delivery, MLA institutional membership, MCLS membership, two grants, and film licensing. John then asked Steve Bryer, if we could do a budget with only those items listed, plus the salaries and other things Jennifer mentioned, as opposed to the way it currently is. Steve said yes, with an administrative category added. This category would include salaries. John said he had the budget from 2013-2014, that worked well, which listed expenses such as membership dues, that combined several expenses under one line item.

Steve Bryer stated that the budget needs to be adopted before the start of the fiscal year and needs to be done before the October meeting. Dennis Kreps stated that two budgets would have to be presented, as we are a year behind. The 2016/2017 budget will need approval at the October meeting as well. Dennis also asked if we have to submit our budget to Library of Michigan, and John stated that no, he has never been asked to submit our budget to anyone other than our board. There was some discussion about forming a budget committee to prepare the 2015/2016 budget for approval. Jennifer asked about forming a committee for the 2016/2017 budget, so that it will be ready for October. John agreed to that.

Kat Boyer suggested we approve our previous budget now, as our current budget, and amend it April. The only concern was the grants, which only one library has applied for so far. The deadline for grants is the end of August.

Mary Hill motioned to accept the 2013/2014 budget as the 2015/2016 budget, which will be amended in April, with support from Kat Boyer. All ayes, the motion carried.

- B. Black Belt Librarian

the Black Belt Library workshop is tentatively scheduled for September. The cost will

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include presenter fee, flight, hotel and food. The venue, Van Buren ISD building will be free, but a catered lunch may be included in the cost. The estimated cost could be as much as \$3000. John Sheridan suggested that attending libraries pay a portion of the cost. Kat Boyer suggested that lunch could be optional, and libraries could pay the cost of the meal. John felt this was fair, but reminded the group that the main purpose for the coop is to provide educational training for the members.

Julie Grynwich made a motion to approve up to \$3000 for the Black Belt workshop in September, with support from Dennis Kreps. All ayes, motion carried.

The Trustee workshop in Comstock was well attended, and only cost \$100 for the presenter's mileage. The Trustee workshop may be held again; Mary Hill will ask her board if they would host. Members are encouraged to contact John with other workshop suggestions for the coming year.

10. New Business

John Sheridan presented the idea of having a "Library Hop". This is where groups of four or five libraries, by location, would give out tickets to patrons for visiting each other's libraries, or completing a task to get a ticket. The tickets would be used to win a prize at the end of the event. Usually the prize would be a basket of items from each library, such as a mug, or umbrella. This "Library Hop" is a way to spread library awareness, and get more people to visit, especially during the slow time. We should discuss this at the next meeting in April.

John Sheridan also said he would like to get the Director's evaluation report added to the April agenda. He will get the summaries to the board before the April meeting.

Kat Boyer reported that Benton Harbor received a grant to join OverDrive and purchase tablets for training. They will launch OverDrive in the spring.

John asked about parental visitations at the library. Barbara Wallace explained they have also had issues. When should the police be called? How should these be handled? Should the court call the library ahead of time? John is going to consult with his library attorney to see how these situations should be handled. Lawrence Kapture shared that some of these situations would fall under the Disruptive Patron policy.

Do libraries allow food in the building, by the books? Most do allow food, but in designated areas. Each library is different.

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Dennis Kreps asked if anyone was discussing injunction SB571 with their staff. Mary Hill said she would discuss it if and when it was needed. John asked about information that the school district wanted distributed, and Mary replied that she just makes sure they have two tables of information to represent both sides. Dennis said that the worry was the interpretation of the language, but he consulted MLA and they said not to worry too much about it as it mainly applies to robo calls or mailings. The concern was voter guides and other information that libraries may be distributing, but not mailing out. This does not seem to be an issue, with the injunction.

Lawrence Kapture reminded everyone to apply for the \$2000 technology, professional services and collection grants.

11. Vice President Weessies made a motion to adjourn the meeting at 3:33 pm, with support from Joe Gross.