

Southwest Michigan Library Cooperative
Board Meeting Minutes
April 14, 2016
3:30 pm at the Cass District Public Library

1. Call to Order by Vice President
Vice President Weessies called the meeting to order at 3:30 pm
2. Roll Call from sign-up sheet

Andrews University – Lauren Matacio (Board member)
Battle Creek – Leah Dodd (Board member)
Benton Harbor – Kat Boyer (Board member)
Cass – Jennifer Ray (Board member)
Climax – Ralph Weessies (Board Vice President)
Dowagiac – Matt Weston
Kalamazoo Public Schools – Patsy Richardson (Board member)
Lincoln Township – Mary Hill (Board member)
Library of Michigan – Shannon White
New Buffalo – Julie Grynowich (Board Secretary)
Otsego – Andrea Estelle
Paw Paw – John Mohney (SMLC Director)
Richland – Dennis Krepps (Board President)
South Haven – Jim France (Board member)
Three Rivers – Melissa McPherson

3. Approval of Agenda

Hill motioned to approve the agenda, supported by Ralph Weessies. All in favor, motion carried.

4. Approval of minutes

Minutes of the February 11, 2016 Board meeting were approved on a motion from Richardson with support from Matacio. All in favor, motion carried.

Hill questioned if we are under the open meetings act. Mohney did not think we were, however Shannon White said as we are considered a public library, we are under the open meetings act. A discussion about how the meetings and minutes are posted and where they are posted began. Grynowich will email a draft of the minutes to the board before the next meeting. Also, a follow up should occur for coop website organization. Kreps suggested we add the website issues to new business.

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The approval of the November 30, 2015 Board meeting minutes with corrections, approved on a motion from Hill, supported by Ray. All in favor, motion carried.

5. Treasurer's Report

Ray presented the financial report through June 30, 2015. We have a balance of \$186,659.51 in our account. Not many grant requests have come in, so hopefully we will see those soon. We have paid out \$5000 to Library Ideas for Freegal to be used in member libraries. This could be a grant opportunity for those who have not taken advantage of their grant money. There was very little personnel expense and the auditor was paid. Ray said everyone is welcome to look at any of the books or bank statements. The checks that were paid in February and March, and need to be approved now. Ray asked if anyone had questions. Ray said she has a great accountant, and would be happy to answer questions as well. Mohny asked for an estimate after all obligations were met, as our income is going down a little bit each year. Mohny said we are at all times to have 13% of our budget on hand, and we do have that, so he feels we are in good shape. Ray pointed to our net assets and said we still have money from the sale of the building, and use State Aid money for expenses. Still we need to watch the trends and know if we may need to say no to some things we have done in the past. Kreps asked if our State Aid is consistent. Mohny feels that we do need to keep an eye on expenses, but that State Aid actually went up this year. Ray said we used \$10,000 of the coop money, after State Aid income was used, this year. If expenses remain similar, and we used \$10,000 of the coop money for the next 10 to 12 years, we would use up our coop money. Kreps feels it's prudent to have a sense of what the fund balance is and to track what the impact is each year. This information is helpful when we plan the budget each year. Hill wondered if a finance committee should be appointed before August so that at least a version of the budget could be presented. Kreps said we should add the discussion of a finance committee to New Business as well. Ray reminded the board why coops were created, to help libraries with costs and education. We do not have building maintenance to eat up the funds, so the rest is pretty basic. Grynwich felt we should still have a committee do the budget planning, as well as look at the expense of each line item. Hill commented that the previous director came to the organizational meeting with a budget draft, for the board to consider and work with. Last year there was no budget submitted. Hill felt if it is a problem to come up with a budget, maybe a committee would be useful. Somethings were built into the budget, such as MCLS, that covers education, and now we have another \$5000 to cover education, is there overlap?

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Kreps felt that there are questions about the process, and there should be more discussion.

Weessies motioned to approve checks 3315 through 3324 previously paid, and to approve the treasure's report, supported by Grynwich. All in favor, motion carried.

Mohney asked for approval for the one time SCOLA payment. Hill motioned for approval for the \$83.33 SCOLA payment, Weessies supported. All in favor, motion carried.

6. Director Evaluation: Estelle told the board the evaluation survey was sent out to all the coop library directors, and she received 23 responses. The evaluation was divided into 8 parts with comments. Kreps offered a closed session for the evaluation, with Mohney declining. Mohney did not review the evaluation prior to the meeting. Hill recommended objectives for Mohney going forward and there was some discussion about having a committee or process of evaluation in the future. A committee was formed to put the survey together, but not to conduct the evaluation. Estelle commented that there are some recommendations at the end of the evaluation based on the comments. Mahoney said although it is hard to respond to anonymous comments, he is willing to speak with anyone with concerns about the evaluation. Mohney mentioned that one of the comments claimed that he "speaks down to people". He would like everyone to know that he is not aware of this, and if it is perceived, he is sorry, it is not intentional. Mohney pointed out that out of 11 coops in the state, we have no building, no staff, everything is done on a volunteer basis. He says he must be careful how much work he does for the coop during his regular job. Hill asked if Mohney did not have a computer at home, and Mohney said yes. He has a very slow connection at home. Hill stated that she got the impression from reading the minutes that Mohney was open to direction from the board, and some direction is given in the comments of the survey. Mohney asked for more time to read through the evaluation, as this was the first time he was seeing it. Richardson encouraged Mohney to take a balanced approach when reviewing the evaluation as there were many positive comments as well. There should be feedback and direction at the next board meeting. Mohney appreciated confirmation that people are receiving his emails, as this has been an issue. The budget will be a process. Kreps would like some discussion and feedback at the next meeting, after Mohney has read through the entire evaluation. This should be on the August agenda.

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7. Communications

None

Unfinished Business

2016 Budget: Mohny stated that although the auditor has written a budget for us, he would like to reflect more the actual line items that we use, such as MCLS or Rides, instead of just using categories. He is fine if the board would like to do it differently, but he would rather follow the regular bills paid, and income received. Hill said the MLA price was supposed to go up, but Mohny has not received the invoice. Kreps asked if everyone felt comfortable with the outline of the 2016 budget. Hill asked about the \$5000 for workshops, and when that was decided. Mohny did not know, and Hill said it seems high to her. Mohny said with the Black Belt workshop the workshops line item is estimated high. Ray stated that when this group started to operate at this coop level, with Rick's guidance, it was agreed that education for the members was important. She feels that we need a reserve to offer workshops on a case by case basis to our membership. Hill is worried about dipping into reserve and putting out a budget that is \$7,000 over budget, is cause for concern.

Dodd felt that as we are at the end of our fiscal year, an amended budget should be presented at the August meeting, as well as a proposed budget for 2017. Weston said that each line item should be reviewed to see if we are actually coming close to the estimations on the budget. Kreps asked Ray to make sure Mohny has financial information to amend the budget.

Mohny will send out a Black Belt Librarian registration form over Newsnotes.

Registration and a \$15 payment can be sent to John for the catered lunch. Mohny will keep track of the people and Ray can keep track of the payments. Each library can send as many people as they want to.

As there are some issues with Newsnotes stripping out attachments. Wiggins will still see the original and can notify Mohny. Or Mohny can send the registration to individuals.

No other workshops are scheduled. Lincoln Township Library may do a Trustee workshop in February of 2017.

8. New Business

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The next meeting will be at the Lawrence Memorial Library in Climax. Mohny will send a reminder over Newsnotes and would like a response. Mohny will work on an amended budget.

Website discussion. Kreps feels as if there is general agreement that the website needs to be looked at.

Grywnich asked Wiggins what the actual cost of the website is, and if there are any other services. Wiggins replied that the mailing lists are part of the package offered by Secant. Wiggins explained that he uses Dreamweaver on his computer, and Secant only hosts the website. So it would be difficult for others to have access to the website. Kreps asked Wiggins what service their library uses for their website. Ray said the library website is hosted by Cherry Hill, and is web based.

After discussion it was decided that Grywnich and Kreps will talk to Wiggins to talk about the website, and see if there is a solution to the website organization and posting.

9. Adjournment

Vice President Weessies adjourned the meeting at 4:28 pm on a motion by Richardson with support from Grywnich.