

Southwest Michigan Library Cooperative  
Council Meeting Minutes  
October 8, 2015  
2:00 pm at the Niles District Library

1. Call to Order & Introductions

Vice President Weessies called the meeting to order at 2:00 pm.

Roll Call from sign-in sheet:

Allegan - Lindsey Dorfman

Augusta- Anne Rapp

Benton Harbor - Kat Boyer

Berrien Springs - Kristina Knezic

Bridgman- Gretchen Evans

Buchanan – Barbara Wallace

Cass – Tim Wiggins

Climax – Ralph Weessies (Board Vice President)

Dowagiac - Matt Weston

Eau Claire- Ann Greene

Lawton – Kayla Hampton

Lincoln Township- Brian Johnston

Marcellus- Christine Nofsinger

New Buffalo- Julie Grynwich (Board Secretary)

Niles- Nancy Studebaker

Niles- Hollister

Otsego – Andrea Estelle

Parchment – Teresa Stannard

Paw Paw - John Mohney (SMLC Director)

Richland- Dennis Kreps (Board President)

St. Joseph - Stephanie Masin

Sodus – Lynn Sisson

Three Oaks – Cheryl Kersey

Three Rivers - Melissa McPherson

2. Approval of Agenda

The agenda was approved on a motion by Greene with support from Masin.

3. Approval of August Council Minutes

The [Council meeting minutes of August 13, 2015](#) were approved on a motion from Greene with support from Evans.

4. Speaker: [Richard W. Butler Jr., Attorney](#) Open Meetings Act – Key Issues

Highlights:

- Emails – how to avoid open meetings act violations: Emails between board members may be subject to FOIA. Therefore, do not engage in deliberation or decision toward

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a decision between board members, via email. To be safe, do not “reply all” when responding to an email from members of your board. Use email for information only correspondence.

- Committees: Are committees subject to the open meetings act? To be on the safe side, yes. Mr. Butler feels that committee meetings should be posted, especially when making selection decisions, as the full board should see all options to consider. Committee meetings should be treated as board meetings: keep and approve minutes, post meeting times and keep the meeting open to the public.
- Teleconferencing- Permitted under the OMA? There is a bill pending that would prohibit the practice of participating in a board meeting via phone or teleconference, and would apply to elected officials. Mr. Butler feels that it is best not to participate in board meetings by teleconferencing or by phone, in case it is ever called into question.
- Special Meeting notices– hard copy notice must be posted in your building 18 hours prior to the meeting. If you post your library minutes and/or agenda on your website, you must also post notices on your website. They must be in a visible place on your website or a special page for public notification.
- Closed Sessions – When are they permitted? Closed sessions must occur within an open meeting and go into closed session with a 2/3 roll call vote. Closed sessions can be permitted for discussion of employee application, evaluation, dismissal, or discipline; Strategy and negotiation sessions for collective bargaining, or consideration of real property; attorney client privilege matters, including correspondence. Minutes of closed sessions are kept separately, held for 1 year and 1 day, and do not have to be detailed.
- Q & A: It is illegal to ask the director to step out of a meeting, when the meeting is open to the public. Any employee can sit in on a closed session when the discussion is about them.

5. Financial Report

Tim Wiggins presented the financial report for September. The balance of the account as of September 30<sup>th</sup> is \$108,239.43.

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**6. Director's Report**

- a. John congratulated Nancy Studebaker for winning the 2015 State Librarian's Excellence Award. He also congratulated Chris Nofsinger from Marcellus for the citation of excellence in devotion to customer service.

**7. Old Business**

**a. Committee Reports:**

- OverDrive Committee – Gretchen Evans said the bestseller group is active, and that everyone should have gotten their invoice. If we would like to view the titles in the bestseller cart it is called “besties”, and the group will submit the order the 21<sup>st</sup> of each month. The group has \$8,600 to spend currently. Also, if a library would like to put extra money into this account, they may do so.
- b. Technology Committee – Tim Wiggins said the tech committee met in Berrien Springs. They discussed the Windows 10 update, and will advise others how to proceed. ABC Mouse is being used at Cass, and other libraries can download it free of charge by signing up for it on public access computers. They also have had success with Minecraft parties. Pam from Buchanan said they received a grant to purchase Littlebits, an electronics kit that kids can make robots out of.
- c. Grants – John said the grant cycle has started again and libraries are eligible for 2 \$1000 technology grants. Contact Lawrence Capture for grant questions.
- d. Sunshine Committee- Andrea sent congratulation cards to Niles and Marcellus for the State Librarian's Excellence Award, and a welcome card to Barb in Buchanan. They will send a card to Fred Kirby, and send his address out over Newsnotes so others can send get well wishes.
- e. Next meeting:  
Thursday, April 14, 2016 at Cass District Library  
Lunch at 1:00 pm, Council at 2:00 pm, Board meeting to follow Council.  
The Cass District Library is located at 319 M-62, Cassopolis, MI 49031. (269) 445-3400.

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The speaker for the April meeting will be Shannon White. The topic will be Library of Michigan continuing Ed workshops and CEU credits.

John also shared information for the next two council and board meetings. They are as follows:

Board Meeting February 11, Portage- Steven Bryer, Auditor.

Council & Board August 11, Climax- Denise Hooks, President of Michigan Co-op Directors Association.

Council & Board October 13, Paw Paw, Randy Dykhuis, MCLS.

8. New Business –

- a. Trustee Workshop - The Trustee Workshop will be on Saturday, October 24 from 9:00 to 12:00 at Comstock. Shirley Bruursema, Trustee from Kent District Library, will lead the Workshop.
- b. Stephanie Masin commented that she would be participating in DYI Strategic Planning offered through MCLS. She the workshop was broken into manageable pieces and two staff members and two board members from her library were attending.

9. Adjournment

The meeting was adjourned at 3:29 pm on a motion from Wessies with support from Masin.