

Southwest Michigan Library Cooperative – Board Meeting Minutes

9 February 2017 @ Portage District Library

PRESENT: Richardson (KPS), Stuart (Comstock), Hill (Lincoln Twp.), Estelle (Otsego), Wallace (Buchanan), Croster-Toy (Watervliet), Rohrbaugh (KPL), Berry (Paw Paw), Kapture (Portage), Jellies (Lawton), Hayes (Galesburg), Gross (Plainwell), Boyer (Benton Harbor), Evans (Bridgman), Greene (Eau Claire), Sisson (Sodus Twp.), Knezic (Berrien Springs), Ray (Cassopolis), Dodd (Willard), Matacio (Andrews Univ.); Mohny (SMLC Director); Steven Bryer (Siegfried Crandall – Auditor)

Meeting called to order at 3:02 p.m. by President Hill

APPROVAL OF AGENDA:

- Motion by Richardson, supported by Rohrbaugh to approve agenda. Motion passed.

PUBLIC COMMENTS:

- Hillary Berry let us know that there is an opening on the OverDrive advisory group; email her if interested.

APPROVAL OF MINUTES:

- Motion by Evans, with support by Hill to approve October 13, 2016 Board Minutes. Motion carried.

AUDITOR'S REPORT:

- Auditors Steven Bryer and Josh (last name?) from Siegfried Crandall reported on our annual Audit.
 - o There were no adjustments.
 - o We are “in good shape” financially.
- During related discussion, Director Mohny commented that the VanBuren District Library is leaving the Woodlands Library Cooperative and joining us.

TREASURER'S REPORT:

- Treasurer Ray presented the current bills for the Board's approval.
 - o Very few bills.
 - o The accountant, Amy (last name?) is transitioning to QuickBooks online. The Board will have access and will be able to see everything that Jennifer submits to Amy.
- President Hill expressed her concern that the Board had not received packets prior to the meeting so didn't have a chance to review bills. She wants a better way to receive bills.
- Rohrbaugh moved, with support by Jellies that we table the approval of bills until the next meeting. Motion carried.
- Bookkeeping discussion
 - o Jennifer presented a spreadsheet that matches the accountant's QB files – “just different ‘areas’ categories.
 - o Her “proposed budget” reflects a ‘deficit’ of \$8,088 (not \$18,088 as indicated), so it is not ‘balanced;’ it takes money from the fund balance.
 - o There was discussion at the budget meeting about asking the membership about their needs. Some members may want to opt in / out of some services.
 - Evans and Boyer volunteered to create an online survey and send out to members prior to April meeting.
 - o The Bylaws will need to be changed in order for us to have a balanced budget.
 - There is currently a budget, however it does not balance.
 - The budget was created by the bookkeeper (accountant), but there were errors – RIDES payback.
 - o Director Mohny insists that this year's budget will not balance.

- Lawrence Kapture, former Board member, provided information about the “context” of previous budget discussions.
 - There was concern that Co-ops would “go away,” and that the state legislature would try to “grab” any leftover money. Therefore, the Board at the time felt it would make sense to use up any remaining fund balance.

DIRECTOR’S REPORT:

- Director Mohney presented a copy of a job description that he wrote for his position. He is operating under a contract that he “inherited” from previous Director, Rick Hulsey.
 - President Hill expressed concern that, because of language in the current Bylaws, the Personnel Committee cannot meet without Trustees from member libraries in attendance.
- The annual ALA Conference is in Chicago this year; Director Mohney volunteered that he can arrange for a bus trip. Further discussion tabled until April meeting.

COMMUNICATIONS: None

UNFINISHED BUSINESS:

- Future meetings:
 - Director Mohney has already scheduled dates, agendas, speakers, etc. for future meetings
 - Anne Seurnyck, attorney, coming to March Director’s meeting
 - Shirley Bruursema coming to Director’s meeting in May
 - President Hill suggested that Brian Mortimer, from Kent District Library, would be a good speaker on personnel / HR issues.
- Boyer will host Trustee Training Workshop at Benton Harbor in April; President Hill will assist. Shirley Bruursema will be speaker.
- Fund Balance discussion occurred earlier in meeting.
- Tim Wiggins from Cass District Library is working on Newsnotes. It appears to be functioning correctly.

NEW BUSINESS:

- Plan of Service / Bylaws
 - Need to discuss Article 5, Section 1A
 - Board is supposed to be only nine (9) members, per state law. Previous Director Geppert received an exception to allow representatives from non-public library members.
 - Do we want to remove them from the Board (not from the Co-op)?
 - No other Co-op Boards include non-public library members.
 - President Hill will form a committee to discuss revisions to the Plan of Service and Bylaws.
- Health Insurance – Hayes from Galesburg and Wallace from Buchanan each independently contacted Director Mohney about the feasibility of Co-operative sponsored health insurance.
 - Interest by other members of the Board, so Hayes and Wallace will investigate further.
- Next meeting:
 - April 13, 2017 at new Buffalo Township Library
 - Lunch @ 1:00, Council @ 2:00, Board @ 3:00.

Meeting adjourned at 3:45.

Respectfully submitted,

Helena Hayes, Secretary