

Southwest Michigan Library Cooperative
Board Meeting Minutes
February 8, 2018
2:00 p.m. at Portage District Library

1. Call to Order

Meeting was called to order at 1:56 p.m. by President Gordon.

Present:

Gretchen Evans—Bridgman
Barbara Gordon—Buchanan
Ralph Weessies—Climax
Faith Wolbers—Coloma
Matt Weston—Dowagiac
Patrick Jouppi—Kalamazoo
Kayla Jellies—Lawton
Jessica Enget—Lincoln

Stevyn Compoe—Niles
Andrea Estelle—Otsego
John Mohny—Paw Paw
Sherry Bennett—Paw Paw Library Board
Dan Hutchins—Van Buren
Molly Wunderlich—Van Buren
Melissa McPherson—Willard

2. Approval of Agenda

The agenda was approved on a motion by Weston, seconded by Vice President Evans.

3. Approval of October Board Minutes

The council meeting minutes of October 12, 2017 were approved on a motion by Jellies, seconded by Compoe.

4. Speaker—Auditor Josh Gabrielle, Siegfried Crandall:

Highlights:

- Gabrielle walked us through the audit and said that the Co-op passed.
- One material weakness was found: our auditor calculates our prepaid assets rather than the Co-op's treasurer. Gabrielle said that this material weakness is seen quite frequently, it is nothing to be concerned about, and it makes more sense for an accountant to do it rather than for the Co-op to use our treasurer's time and resources.
- Our fund balance of \$96,459 is average compared to what Siegfried Crandall usually sees. In Gabrielle's opinion, the Co-op is in a good financial position.

5. President's Report:

- Personnel Committee
 - President Gordon said that the co-op's personnel committee (comprised of Barbara Gordon, Andrea Estelle, Ralph Weessies, and Helena Hayes) is working to create a more detailed list of job responsibilities, develop a more structured hiring process, and implement a contract for our Co-op Director.
 - The personnel committee will be developing an online Directors survey that will be sent to all Co-op members via a Google Forms link. The survey will be organized into the following categories:
 - Job Knowledge

- Quality of Work Produced
- Problem Solving & Decision Making
- Leadership Skills
- Communication Skills
- Memberships
- Speakers
- Management
- Strengths
- General Comments
- The results of the survey will be shared at our next meeting.
- After a brief discussion regarding the anonymity of the survey, the board voted to keep the survey anonymous with a motion from Vice President Evans, which was seconded by Weston. However, all respondents are welcome to include their name on the survey if they chose to.
- The personnel committee will develop a more formal job description for Director Mohny and put it to a vote before the Co-op to formally adopt it. The description will include the Co-op Director's contract and the procedure for bi-annual evaluations.

6. Treasurer's Report:

Molly Wunderlich presented the treasurer's report. Compoe made a motion to pay the bills, seconded by President Gordon.

7. Director's Report:

- 2019 Budget Discussion
 - The board discussed the fund balance and it was agreed that the board would like to see a balanced Co-op budget. In order to have a balanced budget, one option that has been discussed is to remove movie licensing from the list of services the Co-op provides.
 - Jellies made a motion to remove movie licensing from the Co-op budget, seconded by Vice President Evans.
 - By removing movie licensing from the budget, the Co-op will be ahead about \$8,000 and it will remain that way for the foreseeable future. Estelle asked if that money could be used to pay for the day of RIDES that we all lost and Director Mohny said that he will look into it.
 - The removal of movie licensing will affect the budget beginning October 2018. Co-op libraries can continue to use movie licensing through the end of September 2018. Director Mohny will forward the movie licensing company's contact information to anyone who wishes to purchase the service themselves.
- 2018 Meeting Dates and Places
 - March 1st Directors Meeting: 2:00 p.m. at Paw Paw. Tutor.com discussion.
 - March 8th Directors Meeting: 2:00 p.m. at Paw Paw. Strategic planning discussion.
 - April 12th Co-op Meeting at South Haven
 - Lunch at 1:00 p.m.
 - Council at 2:00 p.m.
 - Board at 3:00 p.m.
 - Speaker: Jim Pletz, TLN (Group discounts, etc.).
 - May 10th Directors Meeting: 2:00 p.m. at Dowagiac. Anne Seuyneck, Attorney.
 - August 9th Co-op Meeting at St. Joseph

- Lunch at 1:00 p.m.
 - Council at 2:00 p.m.
 - Board at 3:00 p.m.
 - Speaker: Karren Reisch, Library of Michigan (Grants)
- September 13th Directors Meeting: 2:00 p.m. at Paw Paw.
- October 11th Co-op Meeting at Buchanan
 - Lunch at 1:00 p.m.
 - Council at 2:00 p.m.
 - Board at 3:00 p.m.
 - Speaker: Tim Gleisner, Library of Michigan (Special Collections)
- November 8th Directors Meeting: 2:00 p.m. at Paw Paw.
- Tutor.com
 - Dan Hutchins spoke about Tutor.com, an online tutoring service that has live tutors available to assist users with schoolwork (kindergarten through early college), making resumes and cover letters, test preparation, etc.
 - The price for this service can be reduced if more people are on board, so those who are interested are invited to the next directors meeting (March 1st - 2:00 p.m. at Paw Paw), where Hutchins will be discussing this topic.
 - Contact Hutchins at dhutchins@vbdl.org with questions.
- Next Meeting
 - April 12th, 2018, at South Haven Memorial Library. 3:00 p.m., following 1:00 p.m. lunch and 2:00 p.m. council meeting.

8. Communications:

- Hillsdale Community Library Application to join SMLC
 - Wunderlich prepared a financial analysis showing that an \$800 annual loss would occur if Hillsdale were to join the Co-op.
 - Vice President Evans discussed the impact that Hillsdale's inclusion could have on Overdrive (no way to ensure that they will contribute money; they may bring in Overdrive users without contributing to the collection, etc.).
 - Estelle mentioned that the Co-op's bylaws state that we accept new membership.
 - President Gordon made a motion to accept Hillsdale Community Library into the Southwest Michigan Library Cooperative. Roll-call vote: Compoe—No; Weston—Yes; Jellies—Yes; Gordon—No; Evans—No; Wunderlich—Yes; Wolbers—No.
 - Four no votes; three yes votes. Majority rules that Hillsdale will not join the Co-op.

9. New Business:

- President Gordon has talked to Tim Wiggins about updating the Co-op website. Wiggins said he will update the site soon.

10. Adjournment:

Meeting adjourned at 3:13 by President Gordon.

Respectfully Submitted,

Kayla Jellies
Lawton Public Library