

**Southwest Michigan Library Cooperative – Council Meeting Minutes**  
9 August 2018 @ St. Joseph / Maud Preston Palenske Memorial Library

**PRESENT:** Schofield-Dahl (Three Rivers), France (South Haven), Evans (Bridgman), Khezic (Berrien Springs), Klien (Portage), Enget (Lincoln Twp), Masin (St. Joseph), Wolbers (Coloma), Weessies (Lawrence Memorial), Hutchins (Van Buren), Nofsinger (Marcellus Twp), Deery (Allegan), Weston (Dowagiac), Gordon (Buchanan), Compoe (Niles), Hansen (Vicksburg), Mohny (Paw Paw), Albrecht (Sodus), Daniels (Hartford), Gross (Ransom), Cockrell (Kalamazoo), Dodd (Willard), Tone (Lawton), Merritt (Richland)

**GUESTS:** Karren Reish, Library Grants Coordinator, Library of Michigan

Meeting called to order at 2:00 p.m. by Gordon

**APPROVAL OF AGENDA:** Director Evaluation, Job Description, Schedule and Contract under Old Business moved to Board meeting. Motion to approve as amended by Weston; seconded by Schofield-Dahl. Approved.

**PUBLIC COMMENTS:** No public comments.

**APPROVAL OF MINUTES:** Gordon moved to accept minutes as amended; seconded by Wolbers. Minutes approved.

**GUEST PRESENTATION:**

Karren Reish, Library Grants Coordinator, provided an overview of the large and small grant options available through the Library of Michigan.

**FINANCIAL REPORT:** \_\_\_ moved to accept the report and bills as presented by Hutchins on behalf of Treasurer Wunderlich. Motion approved.

**DIRECTOR'S REPORT:**

- Next Director's meeting will be 2pm September 13th at Paw Paw District Library. No speaker planned at the moment.
- Applications for grants from SMLC Co-Op are due at the end of this month. Please send in electronic format.
- Next Council meeting will be 1pm October 11<sup>th</sup> at Paw Paw District Library. Tim Gleisner from the Library of Michigan will be our guest speaker.
- The Nov 9<sup>th</sup> Director's Meeting will take place at Grand Valley; there will be a speaker on Accessibility in Libraries
- Be sure to check online SMLC calendar for dates and details for upcoming meetings.

**PRESIDENT'S REPORT**

- **Movie Licensing** – Ongoing discussion about whether to cut this service continues as the scenario may change with additional state-aid funding. Sixteen libraries are recorded as interested in continuing this service.

**OLD BUSINESS:**

- **Mission Statement** – SMLC Co-Op currently does not have a mission statement. Gordon will compile other co-op mission statements for members to review to get the ball rolling on ideas and feedback.

- **OverDrive** – Evans reviewed past discussions and the positive reception and feedback so far received. She encouraged libraries to look into Advantage Plus option with OverDrive and consider sharing with Co-Op members. Signed memorandums can be sent to Evans.
- **Survey Results** – Evans shared survey results summarizing feedback received about member services.
  - The four most valuable services are Paid Rides Delivery (100%), Paid Organization Memberships to MLA and MCLS (84%), Grants (78%), and Digital Resource Sharing such as OverDrive (62.5%).
  - The top three services members are most interested in having the Co-Op investigate the possibility of offering are: Digitalization help and hosting of local history digital archives (37.5%), Member roundtable sharing (34%), and Shared catalog (31%)
  - Administration/Human Resources (50%) and Technology (47%) were the two topics members are most interested in for training and workshops.
  - Ongoing discussion to determine next steps.
- **By-Laws Changes** –
  - **Fund Balance** - The Board recommends maintaining a fund balance of at least 30%. Previously the amount of a fund balance was undefined/left blank.
  - **Duties of the Personnel Committee** – defined plan of service.

Deery made a motion to approve changes to both by-laws, seconded by Gross. All but one in favor. By-Laws approved.

#### **NEW BUSINESS:**

- Congrats to those who had a millage pass. Please post millage announcements to the SMLC list serv.

**ADJOURNMENT:** Meeting adjourned 3:30pm by Gordon.