

Southwest Michigan Library Cooperative
Board Meeting Minutes
April 11th, 2019
3:00 pm at Paw Paw District Library

1. Call to Order

Meeting was called to order by
President Greene at 3:10 pm.

Stevyn Compoe, Vice President, Niles
District Library

Absent:

Ryan Deery, Allegan District Library
Stephanie Daniels, Hartford Public
Library

2. Roll Call by Secretary

Ann Greene, President, Eau Claire
District Library
John Mohney, Coop Director
Dan Hutchins, Treasurer, Van Buren
District Library
Kristina Knezic, Berrien Springs
Community Library
Matthew Weston, Dowagiac District
Library
Teresa Stannard, Parchment Community
Library

Guests:

Ryan Wieber, Kalamazoo Public Library
Leah Dodd, Willard Library
Devin Erlandson, Allegan District Library
Helena Hayes, Galesburg Charleston
Memorial District Library
Andrea Estelle, Otsego District Library
Mary Harrison, Coloma Public Library

3. Approval of Agenda:

Motion to approve made by Stannard; second Weston. Passed.

4. Public Comments:

None.

5. Approval of Minutes:

Motion to approve made by Knezic; second Stannard. Passed.

6. President's Report:

None.

7. Treasurer's Report:

Treasurer Hutchins reported that the Coop was in "excellent financial shape", having spent \$139,386 with \$214,079 cash on hand. The largest expense so far has been the MLA memberships.

8. Director's Report:

- a. 2018-2019 Coop Grant requests are due to Lawrence Kapture lkapture@portagelibrary.info. Please send them before August, if possible. Remember to spend the two \$1,000 grants before sending him the invoices for reimbursement.
- b. The next Director's Meeting is May 9, 2019 2:00 at Paw Paw District Library. Speaker Sonya Norris from the Library of Michigan will discuss the Ploud website and the digitization hosting services.
- c. Next Council Meeting August 8, 2019 2:00, Following 1:00 Lunch, at Allegan District Library. Tentative speaker- Clare Membiela from LOM. Board meeting at 3:00.
- d. 2019 Meetings Schedule: the October 10th Council and Board meetings will be at Otsego DL following 1:00 lunch. Speaker- Anne Seuryneck, lawyer from Foster Swift (Grand Rapids)

2019 Workshops: There is a Technology workshop scheduled for ~~April~~May 30th, 9am-4pm, at the Van Buren Conference Center (Lawrence). Contact John Mohney johnamohney@rocketmail.com for any last-minute registrations.

9. Communications:

None.

10. Unfinished Business:

None.

11. New Business: New Director search

Hutchins ~~had made a~~ reviewed ~~of~~ the current position descriptions and has spoken with Deery over the phone about the time requirements. Both agreed that up to one day a week would be required for this position. A salary of \$15-20,000 was suggested. Weston concurred referring to the survey results from August 2018 concerning the expectations of the Coop directors. Director Mohney stated that there were many facets to the position, and to consider how various library

boards may feel re: the time requirements of a part-time position on top of an already full-time director's position. There may be time constraints imposed by the director's board. Stannard noted that if the job calls for 10 hours/month the scope of the position cannot be expanded unless a library board agrees to allow their director to take on more hours. She agreed with the proposed salary range if hours are expanded. [The board reviewed director Mohnney's time analysis and concluded the job should be posted as requiring 24-30 hours per month.](#) Hutchins proposed a change of language in Performance Responsibilities of the job description to "coordinates a minimum of three continuing education opportunities for cooperative members". Weston agreed with Greene that position will be posted to Michlib-I and NewsNotes, and will have a deadline of July 31st to email of applications to Greene. Selection of candidates- August meeting 8th meeting, candidate interviews- October 10th meeting.

Motion to approve new annual salary range of \$15-20,000 made by Knezic; second Hutchins. Passed.

12. Adjournment:

Meeting was adjourned by President Greene at 3:49 pm.

Minutes taken by Matthew Weston, Dowagiac District Library