

Southwest Michigan Library Cooperative  
Board Meeting Minutes  
February 13, 2020  
2:00 pm at Portage District Library

**1. Call to Order**

Meeting called to order by President Greene at 2:05 pm.

**2. Roll Call by Secretary**

**Present**

Allegan – Devin Erlandson

Berrien Springs – Kristina Knezic

Eau Claire – Ann Greene

Hartford – Stephanie Daniels

Parchment – Teresa Stannard

Portage – Lawrence Kapture

SMLC – Andrea Estelle

**Absent**

Coloma – Mary Harrison (excused)

Comstock – Rachael Wiegmann (excused)

St. Joseph – Stephanie Masin (excused)

**3. Approval of Agenda**

Director Estelle asked that an additional item, a note from Library of Michigan, be added to

- Motion to approve the agenda as amended made by Knezic with support from Daniels. Passed.

**4. Public Comment**

There were no public comments.

**5. Approval of October 10, 2019 Minutes**

- Motion to approve made by Kapture with support from Knezic. Passed.

**6. Auditor, Josh Gabrielse, Siegfried Crandall**

Copies of the 2019 SMLC audit were distributed to the Board. Mr. Gabrielse said that it was a clean audit. He noted that SMLC realized a net gain of \$37,191 in 2019.

**7. Communications**

Director Estelle shared the following communications with the Board:

- a. Thank you note from John Mohny
- b. Thank you note from Andrea Estelle
- c. Note from the Library of Michigan re: library service to Texas Township by the Kalamazoo Public Library

**8. President's Report**

President Greene had nothing to report.

## 9. Treasurer's Report

Treasurer Kapture presented the report. He noted that John Mohny was paid for additional work done after his official end date, and Andrea Estelle was paid a prorated amount for work done from her official start date to the beginning of the first quarter (Oct. 10-31). Director Estelle requested that the bookkeeper provide a monthly report that includes budget vs actual figures.

- Motion to approve the bills paid as presented made by Kapture with support from Daniels. Passed.

## 10. Director's Report

### a. SMLC Schedule 2020

The meeting schedule was provided to the Board.

### b. Senate Bill 611

Ryan Wieber (Kalamazoo Public Library) discussed [MLA's official position on Senate Bill 611](#), which suggests amendments to the **Michigan Library Privacy Act**. The bill clarifies several elements in the Library Privacy Act, which was originally enacted in 1982 and last amended in the 1990's. Items of note include:

1. Video surveillance is not considered a library record and can be turned over to law enforcement without a court order if it shows no identifying library records or library activities.
  2. Personal knowledge may be shared with a law enforcement officer.
  3. In the event exigent circumstances make it impractical to secure a court order, a library may turn over records to law enforcement officers.
  4. A library employee or agent is not held liable unless they knowingly violate this act.
- Wieber noted that libraries will remain free to enact policies which continue to require a court order before releasing any information to law enforcement.

### c. Cooperative Director Orientation Notes

Director Estelle presented her notes from the Cooperative Director Orientation workshop she attended on October 22, 2019 at the Library of Michigan.

### d. Interest in a Youth/Teen Services Group, Cataloging Listserv

Director Estelle noted that there already was a Children's Listserv and Tim created a new Teen and Youth listserv so she will discuss that with him. She intends to create a youth and teen group that meets a couple times a year. She is looking for a Teen or Youth Librarian to lead the new group. Director Estelle also noted there was interest in a cataloging listserv.

### e. Library visits

Director Estelle plans to visit 5 libraries each month; she has visited 9 so far. She will post photos of her visits on a Facebook page.

### f. Next Director's Meeting, March 12, Paw Paw District Library, 2:00 pm

## Unfinished Business

There was no unfinished business

## 11. New Business

### a. **Senate Bill 611 – MLA looking for formal votes of support from coop boards**

- Stannard moved for SMLC to support MLA's substitution bill for Senate Bill 611, with support from Kapture. Passed.

### b. **MIRS News**

Director Estelle has learned that access to MIRS News costs \$475/year per license. While she can share news items of interest to libraries with SMLC, she cannot forward the publication as a whole. Libraries interested in MIRS News must purchase their own licenses.

### c. **E-payment of Bills / Direct Deposit**

Director Estelle asks if the co-op could pay bills electronically from an approved vendor list in order to save money. Treasurer Kapture noted that SMLC currently spends about \$200/month for bookkeeping service. He did not advocate paying bills electronically, and no other Board members voiced support. Director Estelle asked if her quarterly payments could be direct-deposited, and received approval.

### d. **Update ideas: New Logo, new 501c3 letter for website**

Director Estelle noted that the 501c3 letter on the website needs to be updated. She received support for her idea to open up the design for a new SMLC logo to member libraries and their graphic designers.

### e. **Website idea: Receipt Upload**

Director Estelle discussed allowing member libraries to upload receipts to a single location on the website. Treasurer Kapture said that SMLC is currently using an app (mobile + desktop) called ReceiptBank, which was recommended by our accountant. Kapture and Estelle will explore this further.

### f. **Sunshine Committee**

Currently vacant. Director Estelle recommends rebranding it as "Welcoming Committee." The committee chair will serve one year only. The Committee chair will welcome new directors/others at meetings, eat lunch with them, and help them feel welcome to the group. This may increase attendance at council meetings. The Sunshine Committee currently has approx. \$30 in funds.

### g. **Cooperative Professional Development Opportunities/Ideas**

1. **ALA Annual Bus Trip to Chicago, Saturday June 27** (<http://2020.alaannual.org>)  
SMLC will pay to charter a bus to the ALA conference in Chicago (approx. \$1930).
2. **Possible Bus Trip to MLA Advocacy Day, April 22**  
(<https://www.milibraries.org/advocacy-day>) Director Estelle said that this bus trip has been canceled because it was going to be in partnership with Lakeland Coop and they backed out.
3. **Performer's Showcase with Joel Tacy, Van Buren ISD**  
Director Estelle has announced that the Showcase will be held on September 22, at a cost of \$950.

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4. **Trustee Training with Shirley Bruursema**  
Director Estelle said that this workshop will be held on March 21 at the Paw Paw Library.
  5. **FOML Trustee Alliance Trustee Workshop at Portage District Library, March 27**
  6. **Coworker Mental Health/De-escalation, Paw Paw District Library**  
This will be held in October (date TBA), at a cost of \$50 each. \$25 paid by coop, \$25 paid by member libraries.
  7. **Book Repair Workshop**  
This workshop will be held in the spring; cost \$500. Lakeland Coop may partner with us.
  8. Marketing and Promotions Day w/ Marketing Panel, date TBA – probably next winter.
- h. **Cooperative Director Professional Development Opportunities**
1. Director Estelle received approval to attend the L of M Millage Campaign Workshop.
  2. Director Estelle received approval to attend the Small and Rural Library Conference.

**12. Adjournment**

- Meeting was adjourned by President Greene, on a motion by Knezic, at 2:51 pm.

*Minutes taken by Teresa Stannard, Parchment Community Library*