

Southwest Michigan Library Cooperative
Board Meeting Minutes
October 10, 2019
3:00 pm at Otsego District Public Library

Call to Order

Meeting called to order by President Greene at 2:59 pm.

Roll Call by Secretary

Present

Allegan – Ryan Deery
Berrien Springs – Kristina Knezic
Coloma – Mary Harrison
Comstock – Rachael Wiegmann
Eau Claire – Ann Greene

Hartford – Stephanie Daniels
Parchment – Teresa Stannard
SMLC – John Mohney
St. Joseph – Stephanie Masin

Absent

None

Approval of Agenda

Treasurer Kapture asked that a discussion of the audit and a discussion of website maintenance be added to **11. New Business**. President Greene asked that the Personnel Committee Report be added to **10. Unfinished Business** and the selection of the new SMLC Director be added to **11. New Business**. President Greene also asked that any comments regarding the selection of the new Director be made during **4. Public Comments**.

- Motion to approve the agenda as amended made by Masin with support from Kapture. Passed.

Public Comments

There were no public comments.

Approval of August 13 Minutes

- Motion to approve made by Deery with support from Masin. Passed.

President's Report

President Greene had nothing further to add to her report from the Council meeting.

Treasurer's Report:

Treasurer Hutchins reprised his report from the Council meeting. He noted that we were over budget in RIDES, but that has been adjusted in the current budget. We were also over budget for food.

- Motion to approve the bills paid as presented was made by Deery with support from Masin. Passed.

Director's Report

a. Next Board Meeting

February 13, 2020 at 2:00 pm, following a 1:00 pm lunch, at the Portage District Library.

Communications

There were no communications.

Unfinished Business

a. **Personnel Committee**

President Greene outlined the process followed by the Personnel Committee (Greene, Grynwich, Hutchins) to seek a new SMLC Director. After all applications had been reviewed, the Committee interviewed Nancy Studebaker and Andrea Estelle with an audience present. The Committee recommends Andrea Estelle as SMLC Director, with an annual salary set at \$15,000.

New Business

a. **Selection of New SMLC Director**

- Deery moved to hire Andrea Estelle as Director of the Southwest Michigan Library Cooperative with a salary of \$15,000, with support from Masin. Passed.

Estelle will assume her role on January 1, 2020.

b. **Audit**

Treasurer Kapture sought, and gained, consensus from the Board to continue to use Siegfried Crandall as SMLC auditor. He will start the audit process.

c. **Website maintenance**

Treasurer Kapture noted that he directs the auditors to the SMLC website (smlccooperative.com) for meeting minutes and financial documents, and that the content on the website needs to be updated. Director Mohney said that while he was given a tutorial from the former webmaster, he has not been able to successfully update the site. Estelle said that she will be happy to update the site.

d. **Transfer SMLC accounts to new Treasurer and Director**

Hutchins moved, with support from Masin, that the Board authorize transfer of all SMLC financial accounts at all SMLC financial institutions to Director Estelle and Treasurer Kapture. Passed.

e. **Transfer of signatory authority at First Source Bank**

Hutchins moved, with support from Knezic, that the Board authorize signatory authority at First Source bank for all SMLC accounts held at that institution for Director Estelle and Treasurer Kapture. Passed.

Adjournment

Meeting was adjourned by President Greene at 3:14 pm.

Minutes taken by Teresa Stannard, Parchment Community Library