

**Southwest Michigan Library Cooperative
Board Meeting Minutes
May 14, 2020
2:00 pm via Zoom.us**

1. Call to Order

Meeting called to order by President Greene at 1:55 pm.

2. Roll Call by Secretary

Present

Allegan – Devin Erlandson

Berrien Springs – Kristina Knezic

Coloma – Mary Harrison

Eau Claire – Ann Greene

Parchment – Teresa Stannard

Portage – Lawrence Kapture

St. Joseph – Stephanie Masin

SMLC – Andrea Estelle

Absent

Hartford – Stephanie Daniels (excused)

Comstock – Rachael Wiegmann (excused)

3. Approval of Agenda

- Motion to approve the agenda made by Kapture with support from Daniels. Passed.

4. Public Comment

There were no public comments.

5. Approval of February 13, 2020 Minutes

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

6. Communications

There were no communications.

7. President's Report

President Greene had nothing to report.

8. Treasurer's Report

Treasurer Kapture presented the report. He noted that finances look fine for this year.

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

9. Director's Report

- a. Director Estelle hosts weekly chats for SMLC member library directors each Friday on Zoom, in order to keep everyone informed on the current state of the COVID shutdown. The meeting schedule was provided to the Board.
- b. Thermometers have been ordered from the Lakeland Coop.
- c. She is coordinating the payment by SMLC of the RIDES invoices for member libraries.

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- d. She has applied for a MI Humanities H.O.P.E. grant for SMLC to distribute among SMLC libraries for PPE purchases.

10. Unfinished Business

There was no unfinished business.

11. New Business

a. Consideration of PPE Grant for public libraries from SMLC Cooperative

Director Estelle proposed that the funds from the SMLC Budget line items for food and meeting supplies, which will be unused due to COVID restrictions, be distributed as PPE grants to member libraries. Each library can receive up to \$260 annually from this grant.

Further, it was suggested that PPE be added to the list of reimbursable expenses in the existing Technology, Training, and Programs annual grant. Each library can receive up to \$2000 annually from these grants.

Director Estelle asked the group to consider using, in 2021, the movie licensing fund for PPE supplies instead. This will be discussed again in August.

- Motion to approve the use of 2020 funds for food and meeting supplies as a grant for PPE supplies (\$260 each library), and to allow PPE supplies to be reimbursed by the existing Collection, Technology, Training, and Program grants (\$2000 each library) was made by Kapture with support from Masin. Passed.

12. Adjournment

- Meeting was adjourned by President Greene, on a motion by Masin, at 2:16 pm.

Minutes taken by Teresa Stannard, Parchment Community Library