

**Southwest Michigan Library Cooperative
Board Meeting Minutes
August 13, 2020
1:00 pm via Zoom.us**

1. Call to Order

Meeting called to order by President Greene at 2:07 pm.

2. Roll Call by Secretary

Present

Allegan – Devin Erlandson

Berrien Springs – Kristina Knezic

Coloma – Mary Harrison

Comstock – Rachel Wiegmann

Eau Claire – Ann Greene

Parchment – Teresa Stannard

Portage – Lawrence Kapture

St. Joseph – Stephanie Masin

SMLC – Andrea Estelle

Absent

Hartford – Stephanie Daniels (excused)

3. Approval of Agenda

- Motion to approve the agenda made by Harrison with support from Erlandson. Passed.

4. Public Comment

There were no public comments.

5. Approval of May 14, 2020 Minutes

- Motion to approve made by Erlandson with support from Wiegmann. Passed.

6. Communications

There were no communications.

7. President's Report

There was no President's report.

8. Treasurer's Report

Treasurer Kapture presented the report.

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

Kapture noted that there is no line item in the Budget and requested that one be added. Funds for this line item will be provided by donations from SMLC members and no tax monies will be used.

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Kapture suggested that SMLC grants be made available, rather than as 2 \$1000 grants, as '\$2000/yr for one or more of 3 subjects (Collection Development, Professional Development, or Technology)'. This allows libraries to use the full grant for a single purpose if they wish.

- The Board approved this suggestion by assent.

9. Director's Report

- a. Applied for MI Humanities H.O.P.E. grant for SMLC to distribute amongst SMLC libraries for PPE purchases. SMLC did not get this grant.
- b. Current projects include trying to fix the SMLC Sigma account and updating the SMLC logo. Both projects got sidetracked due to COVID.
- c. Will bid out insurance for potential cost savings.

10. Unfinished Business

There was no unfinished business.

11. New Business

- a. Budget 2021
This will be approved at the October 2020 meeting.
- b. SMLC Financial Procedures Manual (a possible 2021 project). Some procedures need to be clarified, such as how to correctly run a group purchase project. Director Estelle will work on this.

12. Adjournment

- Meeting was adjourned by President Greene, on a motion by Masin, at 2:29 pm.

Minutes taken by Teresa Stannard, Parchment Community Library