

**Southwest Michigan Library Cooperative
Board Meeting Minutes
October 9, 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 – Rachael Wiegmann

Eau Claire – Ann Greene

Parchment – Teresa Stannard

Portage – Lawrence Kapture

SMLC – Andrea Estelle

Absent

Hartford – Stephanie Daniels, and St. Joseph – Stephanie Masin (excused)

Also attending

Lawton – Lyn Tone

3. Approval of Agenda

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

4. Public Comment

There were no public comments.

5. Approval of August 13, 2020 Minutes

- Motion to approve made by Erlandson with support from Tone. 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. He will schedule an audit in early November. He asked Estelle to make sure all SMLC meeting minutes are uploaded to the website prior to the audit.

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

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9. Director's Report

- a. Insurance bid update. While the bid has not yet been received, the Board authorized Estelle to go forward with it if it is a lower cost than our current insurance.
- b. Director's winter to-do list. She is continuing to work on these items.

10. Unfinished Business

Budget 2021. Estelle noted that thanks to the new State Aid increase, she was able to restore all line items in the budget. She asked if we should use the surplus \$34,566 to create another \$1000 grant for each member library. Kapture asked if we are retaining 14% of the budget as a reserve. Estelle replied that there is no line item for it and that she will investigate the possible mandate for a budget reserve.

- Motion to earmark currently unbudgeted monies (\$34,566) as additional granting opportunities for the cooperative, barring it being necessary to fulfill our reserves made by Kapture with support from Harrison. Passed.

11. New Business

Board Nominations 2021

- **New Board members** are: Ann Rapp – Augusta; Meg Paulette – Buchanan; Lyn Tone – Lawton; Chris Noffsinger – Marcellus; Alicia Kershaw – Martin.
 - **Continuing Board members** are: Mary Harrison – Coloma; Rachel Wiegmann – Comstock; Stephanie Masin – St. Joseph; and Lawrence Kapture – Portage.
 - **Proposed slate of officers:**
 - President – Stephanie Masin
 - Vice President – Mary Harrison
 - Treasurer – Lawrence Kapture
 - Secretary – Rachel Wiegmann
 - The slate of officers was accepted on a motion by Knezic with support from Tone. Passed.
- a. **Suggest by-law change regarding rotation of the board nominations – consider adding back in “alphabetical by library” to better describe rotation.** Estelle will form a committee to review the by-laws.

12. Adjournment

- Meeting was adjourned by President Greene, on a motion by Tone, at 2:04 pm.

Minutes taken by Teresa Stannard, Parchment Community Library