

MINUTES

**Southwest Michigan Library Cooperative
Board Meeting Minutes
March 26, 2026
Otsego District Library**

1. Call to Order – meeting called to order by Vice President Rachael Weigmann at 2:19PM
2. Roll Call by Vice President

Present:

- a. Rachael Weigmann – Portage District Library
- b. Anne Rapp – Augusta-Ross Twp District Library
- c. Meg Paulette – Buchanan District Library
- d. Cheryl Kersey – Three Oaks Township Public Library
- e. Terri Hebert – Bridgman Public Library
- f. Mary Harrison – Coloma Public Library
- g. Katie Burtchett – Watervliet Library
- h. Eric Hansen – Vicksburg District Library
- i. Andrea Estelle – Otsego District Library

Absent:

- j. Jim France – South Haven District Library

Others Present: None

3. Approval Of Agenda – Meg Paulette moved to approve; Eric Hansen seconded; motion carried
 - a. Andrea Estelle requested a change of agenda items with the purpose of electing new officers; Meg Paulette asked for a description of each role to be filled: President and Secretary; Andrea Estelle provided information on President's role; Rachael Weigmann agrees to move into the President's position from serving as Vice President; Terri Hebert agreed previously in an email exchange with Andrea Estelle to serve as Secretary; ??? will serve as Vice President, Mary Harrison will continue to serve as Treasurer
 - b. Mary Harrison made motion to accept new officers; Eric Hansen seconded; motion carried
4. Public Comment – none
5. Approval of October 23, 2025, Board Meeting Minutes – Mary Harrison moved to approve; Anne Rapp seconded; motion carried
6. Communications – none
7. President's Report – outgoing President Jack Buck did not leave a report prior to relocating and leaving the board
 - a. It was noted by Andrea Estelle that he was removed from the bank account
8. Treasurer's Report – Memo from Auditor
 - a. Mary Harrison shared the auditor's report showing (1) the cooperative's funding increased and (2) all bills have been paid. Details shared through documents indicated

the 2025 audit went smoothly and we were issued “an unmodified (clean) opinion stating the financial statements were presented fairly and there were no weaknesses, deficiencies, or compliance findings”.

- b. The net position increased by \$60,052, with a 14% increase
- c. Andrea Estelle suggested dispersing more grants to cooperative constituents
- d. It was noted that the website has been paid for an additional three years and insurance rates rose slightly

9. Director’s Report –

- a. Andrea Estelle created a “welcome to the board” letter and communicated with incoming and outgoing board members;
- b. indicated she has met with continuing education group frequently and, as a result, we now have a 2026 fully planned and robust calendar;
- c. the new director group is up and running;
- d. proposed to LCM a “how to become a district library” workshop, as well as proposing an “onboarding new library staff” packet of information to be shared among cooperative members

10. Unfinished Business – none

11. New Business

- a. SMLC groups – Mary Harrison proposed new guidelines for hosting meetings and seeking reimbursement for lunch costs; raised the topic of including roundtable meetings in their ability to provide lunch for attendees and to seek reimbursement costs in an effort to encourage greater participation. These new guidelines will be shared by Mary Harrison to Andrea Estelle for review. Proposal was tabled until the next meeting.
- b. SMLC fund balance – Rachael Wiegmann shared information regarding potential disbursements amounts based on number of public libraries; Andrea Estelle requested the board consider increasing disbursements to cooperative members from \$4000 to \$6,000. It was commented on that while we may be able to do this for this fiscal year, it does not equate to having the ability to do this each and every year. A question was asked about whether the disbursement still had to focus on technology alone, or any already approved items. The response was that any already approved items would continue to be accepted. This action would help in offsetting the large increases in fund balance over the past several years; Eric Hansen moved to approve the motion to increase the disbursements for this fiscal year; Mary Harrison seconded; motion was approved
- c. Adjournment – President Rachael Wiegmann adjourned the meeting at 2:36PM.

**Next Board Meeting: April 23, 2026, at Allegan District Library
1:00PM Advisory Council will have guest speaker, Joe Hamlin, Library of Michigan**