

**Mideastern Michigan Library Cooperative Board Meeting
Holly Township Library
October 14, 2004 4:30 – 5:45 p.m.**

MMLC Board Chair Stuart Wilson called the October 2004 meeting to order at 4:30 p.m.

I. Roll Call: Board Members Present: Ann Ingles; Stuart Wilson; Harold Evans; Jane Smith; Colleen Quain; Charles Hanson; Tracy Collier-Nix; Karen Stanko.

Board Members Absent: Gaye Butterfield (excused); George Pratt (excused); LaRene Klink (excused).

Guests: Shirley Roos

Co-op Staff: Roger Mendel, Irene Bancroft.

II. Oath of Office: Stuart offered the oath of office to Tracy Collier-Nix, Harold Evans, and Karen Stanko.

III. Public Comments: none

IV. Report of the Nominating Committee: The Nominating Committee forwards the recommendation to appoint George Pratt, Board Chair, Jane Smith, Board Vice-Chair, Ann Ingles, Treasurer / Secretary. All yeas (8-0). Motion carried.

V. Review of the MMLC Board Minutes dated September 9, 2004. Approved as presented.

VI. Review of the Financial Report dated September 30, 2004. Approved as presented.

V. Board Committee Reports:

- a. **Training Committee Report:** Roger reported that the Training Committee met in September to develop a list of workshops that will be sponsored by MMLC. Roger briefly reviewed the list of training.
- b. **Fund Balance Project:** Roger reported that Lewis & Knopf Auditors would be conducting the annual audit at the Cooperative Office on October 21st. Roger suggested that once the audit is completed and the final fund balance amount is determined, that a committee be convened to discuss possible options for fund distributions.

VI. New Business

- a. **Board Member Resignation: Motion by Stuart Wilson, seconded by Colleen Quain to accept, with regrets, the resignation of Gaye Butterfield. All yeas (8-0) Motion carried.** Jane suggested members gather at a later date to present Gaye with a Service Award.
- b. **Credit Card Resolution: Motion by Stuart Wilson seconded by Harold Evans to adopt the Credit Card Resolution as presented. All yeas (7-0). Motion carried.**
- c. **Depository Resolution: Motion by Stuart Wilson seconded by Colleen Quain to adopt the Depository Resolution as presented. All yeas (7-0). Motion carried.**
- d. **Signature Cards for Payroll: Motion by Harold Evans, seconded by Colleen Quain to designate Roger Mendel, Director and Ann Ingles, Treasurer as signatories on payroll checks. All yeas (7-0). Motion carried.**

- e. **Committee Assignments:** Roger distributed a list of committee opportunities, asking members to serve on the standing committees of the Board.
- f. **FY 2004-2005 Board Meeting Schedule:** Roger distributed information on two recommendations for the Board Meeting Schedule for FY 2004-2005. **Motion by Stuart Wilson seconded by Tracy Collier-Nix to establish the second Thursday of October, December, January, March, May, June, and September as the meeting dates, with the starting times as designated. In addition, all meetings except the December and May meetings shall be held at the MMLC Office, with Flint Public Library as an alternate location. All yeas (8-0). Motion carried.**
- g. **Holiday Event Committee:** Roger explained that the past several years, Baker College has graciously hosted the Holiday Social event at their Flint Campus. Members agreed they would like to approach Baker College to again host.
- h. **Delivery Service Update:** Roger reported that the move to statewide MeL Delivery Service has been smooth, with relatively few problems.

VII. Director's Report: Roger referred members to the written report. Roger reported that the CD's have been received and are currently at the transfer site. A group of volunteers will be meeting October 20th to sort and distribute the CDs. Roger distributed a revised Director's Work Plan for FY 2004-2005. Members agreed to table the Director's Work Plan.

VIII. Board Comments: Jane shared a letter of thanks from Jim and Barb Greve for the Service Award, and for the opportunity to serve the library community for the past several years.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,
Irene Bancroft
Administrative Assistant

Next Board Meeting:
Thursday, December 9, 2004
Baker College – Flint Campus
4:30 p.m.