

**Mideastern Michigan Library Cooperative
MMLC Office (5th Floor Meeting Room)
September 8, 2005**

MMLC Board Chair George Pratt called the September, 2005 meeting to order at 4:30 p.m.

I. **Roll Call:** Board Members Present: George Pratt; Ann Ingles; Jane Smith; Harold Evans; Stuart Wilson; LaRene Klink; Colleen Quain, Catherine Alberts; Charles Hanson.

Board Members Absent: Tracy Collier-Nix (excused); Karen Stanko.

Guests: Mrs. Evans

Co-op Staff: Roger Mendel; Irene Bancroft.

II. **Public Comments:** none

III. **Review of the Board Minutes dated June 9, 2005.** Approved as presented.

IV. **Review of the Financial Reports dated August 31, 2005.** Approved as presented.

V. **Board Committee Reports**

a. Personnel Committee:

- i. **Director's contract:** Jane reported that the Personnel committee has reviewed the Director's contract. **Motion forwarded by the Personnel Committee to approve the Director's Contract as negotiated. All yeas (9-0). Motion carried.**
- ii. **Contributions to Retirement:** Personnel committee recommended to the finance committee to raise the Employer Contribution to employees SEPP to 15% of the employee salary. **Motion forwarded by the Finance Committee to approve the Employer Contribution to employees SEPP set at 15%. All yeas (9-0). Motion carried.**
- iii. **Personnel Policy Revision:** Motion by Harold Evans, seconded by Jane Smith, to approve the Personnel Policy, with the omission of listing provider names. All yeas. (9-0) Motion carried.

b. Budget and Finance Committee

- i. **Changes to the FY 2004-2005 Budget:** Ann briefly reviewed the proposed changes to the FY 2004-2005 Budget. Roger mentioned that the Bentley School District has not paid their membership fee for FY 2004-2005. **Motion forwarded by the Finance Committee to approve the changes to the FY 2004-2005 as presented. All yeas (7-0). Motion carried. Motion by Jane Smith, seconded by Colleen Quain, to withdraw Bentley Community Schools as a member of the Cooperative. All yeas (9-0). Motion carried.**
- ii. **FY 2005-2006 Proposed Budget:** Ann briefly reviewed the proposed budget for FY 2005-2006. Ann mentioned that the Finance Committee

recommends utilizing \$14,722 of Fund Balance for Equipment Purchases for a portion of the Technology Funds for the public library members.
Motion forwarded by the Finance Committee to approve the FY 2005-2006 Budget as presented. All yeas. (7-0). Motion carried.

VI. New Business

- a. Appointment of the Nominating Committee:** George asked members of the Board to volunteer for serving on the Nominating Committee. Catherine Alberts and Jane Smith have volunteered to serve.
- b. Approval of Contracts**
 - i. Capital Area District Library Delivery Contract: Motion by Collen Quain, seconded by Jane Smith to approve the contract with Capital Area District Library for delivery service. Yeas: 8; Nays 0; Stuart Wilson abstained. Motion carried.**
 - ii. Genesee District Library Talking Book Center Contract: Motion by Stuart Wilson, seconded by Colleen Quain, to approve the contract with Genesee District Library for the Talking Book Center services. Yeas: 8; Nays 0; Ann Ingles abstained. Motion carried.**
- c. FY 2005-2006 Board Meeting Calendar: Motion by Harold Evans, seconded by Charles Hanson to accept the FY 2005-2006 Board Meeting Calendar as presented. All yeas (9-0). Motion carried.**
- d. Communications Plan:** Roger briefly reviewed the proposed Communications Plan for the Cooperative. **Motion by Harold Evans, seconded by Ann Ingles, to approve the Communications Plan as presented. All yeas. (9-0). Motion approved.**
- e. QSAC for Cooperatives Update:** Roger briefly reviewed the Quality Services Audit Checklist for the Cooperative. **Motion by Jane Smith, seconded by Charles Hanson, to approve submission of the QSAC document to the Library of Michigan for the Essential and Enhanced Levels as presented. All yeas. (9-0). All yeas.**
- f. Director's Work Plan for 2004-2005:** Roger briefly reviewed the Director's Work Plan for 2004-2005, highlighting several items that had been accomplished during the fiscal year. **Motion by Stuart Wilson, seconded by Jane Smith to accept the completed Director's Work Plan for 2004-2005. All yeas. (9-0). Motion carried.**
- g. Director's Work Plan for 2005-2006:** Roger briefly reviewed the Director's Work Plan for 2005-2006, reviewing several items that he anticipates accomplishing during the upcoming fiscal year. **Motion by Stuart Wilson, seconded by Catherine Alberts, to approve the Director's Work Plan for 2005-2006. All yeas. (9-0). Motion carried.**
- h. Mileage Reimbursement for Board Members:** Roger reported that according to information from Lewis & Knopf Auditors, and Library of Michigan Legal Specialist, Public Act 89 does not allow for reimbursement of mileage to Board meetings. Beginning October 1, 2005 MMLC will not be reimbursing mileage to Board meetings.

Harold Evans excused himself from the meeting.

VII. Director's Report: Roger referred members to the written report. Roger distributed the final report from the Summer Reading Program. Roger mentioned that the 2006 Summer Reading Committee will be meeting September 30th. Roger reported that Michigan Library Association has hired a new director. Roger reported that the Cooperative successfully completed the process of compliance with the State of Michigan Records Retention for Libraries.

VIII. Board Comments: Motion by Stuart Wilson, seconded by Jane Smith to award an honorarium to Jodi Lang in the amount of \$1,000 to be taken from the Contingency Fund for her time spent volunteering at the Cooperative this summer. All yeas. (8-0). Motion carried. Charles mentioned that Kettering University has welcomed a new President.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,
Irene Bancroft
Administrative Assistant

Next Board Meeting:
Thursday, October 13, 2005
MMLC Office – 5th Floor Meeting Room