

LAKELAND LIBRARY COOPERATIVE

Board Meeting

Kent District Library (KU)

March 12, 2009

Official

MINUTES

Board Present: Marcia Warner, Rob Bristow, Shirley Bruursema, Steve Dix, Tom Genson, Toni Jagger, Alicia Kershaw, Pamela Myers

Absent: Martha Smart

Call to order The meeting was called to order at 9:36 a.m. by President Warner. The roll-call sign-up sheet was circulated.

Agenda Motion by Genson to approve the agenda. Seconded by Myers. Motion carried.

Public Comment Arnett stated that there were still openings for the grant writing workshops on March 25 and March 26 at the Fremont Area District Library.

Minutes

--February 12, 2009 Minutes

Motion by Jagger to approve the minutes of the February 12, 2009 meeting. Seconded by Dix. Motion carried.

Financial Report Motion by Bruursema to receive and file the financial report. Seconded by Genson. Motion carried. Wilson reported that expenses were at 43.19% at the 42% period of the budget year, so we are right on target.

Audit Report Stephan Blann from Rehmann CPAs discussed the audit report including their findings and recommendations. The management letter was also included.

Director's Report Wilson stated that an advertisement for the Logistic RFP will be in the March 15, 2009 Grand Rapids Press. An announcement of the RFP was sent to thirteen firms made up of engineer and space needs assessment firms.

Committee Reports

--*Finance Committee* Bruursema reported on the Finance Committee meeting held February 24, 2009.

--*Personnel Committee*

Warner reported that the Personnel Committee met on February 26, 2009. The recommendations from the Committee will be discussed under New Business.

Unfinished Business

- Saranac Report* Wilson reported that after talking to the Library of Michigan that Saranac Public Library Director actually was grandfathered in 2002 for state aid rule requirements for not holding a library degree. They will receive state aid for FY2008-2009 and will qualify for USF in 2010. There is no action required by the Board per the Plan of Service for not receiving state aid as had been previously reported.

New Business

- Croton Township Library Request for membership*
Motion by Bruursema to approve the request for membership by the Croton Township Library. Seconded by Bristow. Motion approved.
- Employee Handbook Revisions*
The Personnel Committee recommends to the Lakeland Board the changes to section 703 Prohibited Harassment and Discrimination of the Employee Handbook. The changes were approved with the words “and desist” removed from the next to last paragraph on page 1 and the second paragraph on page 2 and with the wording in the first sentence in the last paragraph on page 2 reading Knowingly or “recklessly making”.
After a discussion, section 303 Vacation Benefits Revisions and section 307 Sick Leave Benefits were tabled and sent back to the Personnel Committee. It was further requested that the total package be presented to the Board as one not in pieces.
- Delivery of Literacy Council of West Michigan Items to Libraries in Kent County*
It was a consensus of the Board that Lakeland should discontinue delivery of Literacy Council materials because they are not a library and do not qualify as an affiliate member. By moving out the Grand Rapids Public Library where they had been placing items in delivery changed their ability to be able to use Lakeland’s delivery service.
- MERS Correspondence on Lakeland Retirement Investments and Costs*
The correspondence was presented as informational only. The costs for retirement should be discussed as part of the budget process each year.

Public Comment

- Board Comment** Genson requested that the audit be added to the April Board agenda.

- Adjournment** Meeting adjourned at 11:05 am. The next meeting will be April 9, 2009 at the Kent District Library Service Center (KU) immediately following the Advisory Council meeting.