

Minutes

29Aug24 Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday August 26, 2024

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

I. CALL TO ORDER

Meeting called to order by Chair Smith at 7:00pm

The Chair conducted a roll call

Present: Tim Smith, Heidi Armock, Tony Owen, Michelle Gritter, John Lemoine

Absent: Ron Howell, Mark Dykstra

Chair Smith advised the Board the absent members are not present due to medical emergencies.

Motion by Owen 2nd by Lemoine to excuse Howell and Dykstra absence from the meeting

Voice Vote: Ayes: All Nays: None **Motion Passes**

Chair verified a Quorum present to do business

II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

III Approval of Agenda

Motion by Owen to amend the agenda to have the Financial Report in the Consent agenda put under Unfinished Business 2nd by Gritter

Voice Vote: Ayes: All Nays: None **Motion Passes**

Motion by Owen 2nd by Lemoine to accept the amended agenda

Voice Vote: Ayes: All Nays: None **Motion Passes**

IV Consent Agenda

Motion by Owen 2nd by Lemoine to accept the amended consent agenda (a) Minutes of 24Jul24 Regular Meeting

Voice Vote: Ayes: All Nays: None Motion Passes

V. Director's Report-J. Pugh

Kent County Sheriff's Department Crime Prevention Through Environmental Design (CPTED) for 107 N Main St Cedar Springs, MI; Reestablished connection with courts for minor offences requiring community service; FCC Erate program expands to include hotspots; Can now access 10 different Library Consortia collections through Libby; Free Covid Tests; Library Card drive; Summer Reading program ended strong with 1,029 participants; Study Room Reservations average 24/wk; Community room-8

VI Chairperson's Report-T. Smith

Noted tonight's Board training session will be followed by another in September
The Chair also asked if any members were interested in attending any conferences paid for by the library. There was general discussion about budgeted funds and benefit of attending by Director or Board member.

VII Committee Reports

The Chair noted there were no committee meetings to report.

- a. Personnel Committee
- b. Policy Committee-
- c. By-laws Committee
- d. IT (Technology) Committee-
- e. Finance Committee-
- f. Strategic Plan Committee

Public Comment

Rose Powell asked if there was any consideration to using the library as a cooling station; encouraged the Board to attending training; updated the Board on Monarch Butterfly recovery efforts.

VIII Unfinished Business

The Chair asked for member Owen's concern about the Financial Report and he responded that he was concerned about the fraud issue back in May that for the next few meetings have the Treasurer, Director or Finance Committee go through each check and explain the reason for the payment at least for the next couple of meetings so we get familiar with what is normal operating or unusual for that particular month.

IX New Business

- a. Review of LOM, Trustee Manual Chapters 1-4
- b. CDBT Project

Duane McIntyre on behalf of the Community Development Business Team (CDBT) distributed a drawing of the proposed project on Maple Street near the library parking area which includes a water like feature.

Carol Dawes, Lakeland Cooperative suggested a five-minute break before her 2-hour presentation.

- c. Board Trustee Training

Carol Dawes referred to her handout and covered Board Essential Roles and Responsibilities and will be back in September for part 2. She also covered many topics such as By-Laws as they relate to existing State Laws and the role of the Board to a full time Director.

X. Agenda Items for September Meeting

Vendor List

Director update on designation of official records site of the library-physical or digital

XI Informational Items

LIBRARY OF MICHIGAN - TRUSTEE MANUAL-

https://mel.org/ld.php?content_id=7696554

Public Comment

Rose Powell thanked C. Dawes

XII Board Comments

Lemoine-approved Library minutes being included in Solon documents

Gritter-Thanks for the training

Owen-Thank you

Smith-Thanks Carol and to everyone

XIII Motion to Adjourn

Motion by Owen 2nd by Armock to adjourn at 9:00pm

Voice Vote: Ayes: All Nays: None

Motion Passes

Respectfully submitted by Secretary Howell

Ron M. Howell

29Aug24

Board Approved- _____

Next regular meeting scheduled for Monday, September 23rd, 2024, 7:00 pm at the library.

Meeting Attachments:

- Draft Minutes of 22Jul24 Regular Meeting
- July Financial Report from City
- Director's August Report
- Library Of Michigan Trustee Manual-
https://mel.org/ld.php?content_id=76965541
- Kent County Sheriff's Department Crime Prevention Through Environmental Design (CPTED) for 107 N Main St Cedar Springs, MI
- CDBT Drawing
- Lakeland Cooperative Board Training packet

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	YTD BALANCE 07/31/2024			
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.100	Appropriation from Fund Bal	7,500.00	0.00	0.00	7,500.00	0.00
271-000-400.600	Approp. from Cleo Cowles	50.00	0.00	0.00	50.00	0.00
271-000-402.000	Tax Collections - Ad Valorem Roll	136,400.00	1,771.49	1,771.49	134,628.51	1.30
271-000-432.000	Tax Collections - DNR PLT	50.00	0.00	0.00	50.00	0.00
271-000-437.000	Tax Collections - IFT Roll	1,200.00	0.00	0.00	1,200.00	0.00
271-000-451.000	Library Rev-Penal Fines	14,000.00	0.00	0.00	14,000.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	175,400.00	0.00	0.00	175,400.00	0.00
271-000-453.000	USF FUNDS-ERATE	3,000.00	1,580.64	1,580.64	1,419.36	52.69
271-000-515.000	State Aid	5,000.00	5,234.46	5,234.46	(234.46)	104.69
271-000-625.000	BANK FEES -FINES & SERVICES	3,500.00	348.89	348.89	3,151.11	9.97
271-000-664.000	Interest Earned	2,500.00	427.64	427.64	2,072.36	17.11
271-000-664.200	Investment Income	100.00	0.00	0.00	100.00	0.00
271-000-667.000	Rental Income	6,000.00	440.00	440.00	5,560.00	7.33
271-000-674.000	Donations	1,000.00	30.36	30.36	969.64	3.04
271-000-674.200	Book Donations	500.00	85.00	85.00	415.00	17.00
271-000-674.400	Summer Reading Program Donations	3,000.00	169.18	169.18	2,830.82	5.64
271-000-674.700	Area Libraries Lost & Damaged Books	100.00	12.99	12.99	87.01	12.99
271-000-677.000	Miscellaneous	3,000.00	874.00	874.00	2,126.00	29.13
Total Dept 000		362,300.00	10,974.65	10,974.65	351,325.35	3.03
TOTAL REVENUES						
		362,300.00	10,974.65	10,974.65	351,325.35	3.03
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	3,317.31	3,317.31	55,932.69	5.60
271-790-704.000	WAGES - PART TIME EMPLOYEES	121,000.00	6,785.99	6,785.99	114,214.01	5.61
271-790-705.000	Cleaning Service	2,000.00	15.92	15.92	1,984.08	0.80
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	100.00	4.04	4.04	95.96	4.04
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	1,014.82	1,014.82	13,985.18	6.77
271-790-717.000	PENSION EXPENSE	3,530.00	0.00	0.00	3,530.00	0.00
271-790-721.000	GAS UTILITY EXPENSE	2,000.00	69.56	69.56	1,930.44	3.48
271-790-724.000	TELEPHONE	1,080.00	39.98	39.98	1,040.02	3.70
271-790-724.100	INTERNET	3,500.00	249.96	249.96	3,250.04	7.14
271-790-726.000	OFFICE SUPPLIES	3,800.00	462.65	462.65	3,337.35	12.18
271-790-734.000	Overdrive Program Expense	3,000.00	0.00	0.00	3,000.00	0.00
271-790-735.000	AV Expense	2,000.00	0.00	0.00	2,000.00	0.00
271-790-736.000	Adult Book Expense	9,500.00	298.41	298.41	9,201.59	3.14
271-790-736.500	TEEN BOOKS	1,000.00	41.54	41.54	958.46	4.15
271-790-737.000	Childrens Book Expense	9,500.00	248.87	248.87	9,251.13	2.62
271-790-738.000	Books Purchased with Donations	500.00	15.60	15.60	484.40	3.12
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	0.00	0.00	1,000.00	0.00
271-790-739.000	Area Libraries Lost & Damaged Books	500.00	55.42	55.42	444.58	11.08
271-790-801.000	Professional Service Expense	4,500.00	100.00	100.00	4,400.00	2.22
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	0.00	0.00	6,000.00	0.00
271-790-806.000	Collection Services	300.00	0.00	0.00	300.00	0.00
271-790-808.000	Lakeland Support Services	25,000.00	4,523.58	4,523.58	20,476.42	18.09
271-790-813.000	Garbage Disposal Service	400.00	0.00	0.00	400.00	0.00
271-790-851.000	POSTAGE	500.00	0.00	0.00	500.00	0.00
271-790-861.000	TRANSPORTATION EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
271-790-880.800	SUMMER READING PROGRAM	7,500.00	941.71	941.71	6,558.29	12.56
271-790-895.000	SENIOR PROGRAMS	1,000.00	0.00	0.00	1,000.00	0.00
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,500.00	285.00	285.00	7,215.00	3.80

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024	AVAILABLE BALANCE	% BDT USED
Fund 271 - Library Fund						
Expenditures						
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	486.00	486.00	214.00	69.43
271-790-917.000	Workmens Compensation Expense	150.00	263.39	263.39	(113.39)	175.59
271-790-918.000	WATER UTILITY EXPENSE	1,000.00	75.36	75.36	924.64	7.54
271-790-926.000	Electric Expense	6,000.00	0.00	0.00	6,000.00	0.00
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	0.00	0.00	15,500.00	0.00
271-790-930.300	Education/Training Expense	1,000.00	842.40	842.40	157.60	84.24
271-790-935.000	INSURANCE & BONDS EXPENSE	3,000.00	1,859.50	1,859.50	1,140.50	61.98
271-790-955.000	Bank Fees	1,600.00	246.93	246.93	1,353.07	15.43
271-790-956.000	Miscellaneous Expense	5,000.00	53.01	53.01	4,946.99	1.06
271-790-956.400	Special Programs Expense	5,000.00	29.13	29.13	4,970.87	0.58
271-790-968.000	Public Relations	2,000.00	120.00	120.00	1,880.00	6.00
271-790-970.000	Capital Expense	5,000.00	0.00	0.00	5,000.00	0.00
271-790-970.400	CAPITAL - TECHNOLOGY	10,000.00	0.00	0.00	10,000.00	0.00
271-790-999.100	APPROPRIATION TO FUND BALANCE	14,390.00	0.00	0.00	14,390.00	0.00
Total Dept 790 - Library		362,300.00	22,446.08	22,446.08	339,853.92	6.20
TOTAL EXPENDITURES		362,300.00	22,446.08	22,446.08	339,853.92	6.20
Fund 271 - Library Fund:						
TOTAL REVENUES		362,300.00	10,974.65	10,974.65	351,325.35	3.03
TOTAL EXPENDITURES		362,300.00	22,446.08	22,446.08	339,853.92	6.20
NET OF REVENUES & EXPENDITURES		0.00	(11,471.43)	(11,471.43)	11,471.43	100.00

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	260,607.65
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
Total Assets		347,061.13
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	6.14
271-000-210.000	State Withholding Payable	493.76
Total Liabilities		781.99
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DONP	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	183,644.42
Total Fund Balance		281,637.41
Beginning Fund Balance - 23-24		281,637.41
Net of Revenues VS Expenditures - 23-24		76,113.16
*23-24 End FB/24-25 Beg FB		586,015.99
Net of Revenues VS Expenditures - Current Year		(11,471.43)
Ending Fund Balance		346,279.14
Total Liabilities And Fund Balance		347,061.13

* Year Not Closed

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
07/11/2024	LibCk	16778	MISC	BRAD LANCASTER	425.00
07/11/2024	LibCk	16779	1995	ELITE FUND INC	100.00
07/11/2024	LibCk	16780	806	LAKELAND LIBRARY COOPERATIVE	4,543.91
07/11/2024	LibCk	16781	2331	MML LIABILITY & PROPERTY POOL	1,859.50
07/11/2024	LibCk	16782	728	SPECTRUM ENTERPRISE	124.98
07/16/2024	LibCk	16783	419	CONSUMERS ENERGY	721.67
07/24/2024	LibCk	16784	842	BAKER & TAYLOR, INC.	1,196.27
07/24/2024	LibCk	16785	35	CITY OF CEDAR SPRINGS	75.36
07/24/2024	LibCk	16786	2323	CORDELL GREEN	275.00
07/24/2024	LibCk	16787	122	DTE ENERGY	69.56
07/24/2024	LibCk	16788	1541	ELAN FINANCIAL SERVICES	2,668.50
07/24/2024	LibCk	16789	2405	HEIMLER CONSULTING	285.00
07/24/2024	LibCk	16790	1342	KONICA MINOLTA BUSINESS SOLUTIONS	462.65
07/24/2024	LibCk	16791	143	PETTY CASH	168.97
07/24/2024	LibCk	16792	728	SPECTRUM ENTERPRISE	39.98
07/24/2024	LibCk	16793	2394	TURFS ARE US, INC	2,898.00
LIBCK TOTALS:					
Total of 16 Checks:					15,914.35
Less 0 Void Checks:					0.00
Total of 16 Disbursements:					15,914.35

Director's Report - August 2024

- Action & Information

- The Kent County Sheriff's Office has returned their Crime Prevention Through Environmental Design (CPTED) assessment of the facilities. See attached document.
- The Library re-established working with the Kent Counts Courts as a volunteer site for people with misdemeanor offenses who need to do community service as part of their judgement. The courts will be in contact on a case-by-case basis.
- On July 29, 2024, the FCC announced that the e-rate program will expand to include Wi-Fi Hotspots! This will take effect July 1, 2025. James will meet with the Library's e-rate consultants to get more information as to what this will look like when it is enacted.
- Patrons can access 10 different library consortia collections through Libby! See attached document. Once patrons have linked their card to the other libraries, they can see how many copies of titles are available, or how long the waitlist is, at each partner library. Patrons can then either check out the partner library's available copy or put their name on a shorter waitlist. This will help CSPL patrons get access to more ebooks and eaudiobooks while we build our digital collection.
- The Library has free COVID tests. Please ask a library staff member at the circulation desk. Each family is allowed 2 kits per household per day. See attached document.

- Community Engagement

- August 12 – Library staff, in partnership with KDL, went to the Brook Cedar Springs Retirement Community for a library card drive. We registered people for library cards, gave them an overview of services to residents including the Libby App, and KDL registered residents for the Talking Books Service.
- August 13 – Library staff attended the CTA open house. We registered some new library cards for students and residents of the City and Township.
- August 15 – James attended the CBDT morning meeting.

- Program Attendance & Usage Stats

- Programs

- CSPL's Summer Reading Program ended strong! Summer Reading Stats:
 - 1,029 total participants this year
 - about 33,245 hours of reading
 - 1,341 Missions Completed
 - 913 Games played
 - 1,999,725 Total Points (reading, missions, events)
- Summer Reading Finale
 - We had an amazing turn out for the Summer Celebration. The program offered bounce houses, water games and slip & slides, a

foam party, frozen treats, temporary tattoos, a Meet & Greet with the Director, and, of course, the SRP prizes giveaway. About 420 people were in attendance.

- We are taking a break from programming for the month of August. During this time, we are planning our Fall programs and events. However, the following regularly scheduled programs continued to meet:
 - Senior Neighbors – 109
 - Storytime – 53 (Only 2 sessions)
 - Quilters – 55
 - Village Learning Center – 30
 - In House Programming – 455 (I Spy, Find Dewey, Break-in Bags, etc.)
- Total Program Attendance this month: 1,122 (this only counts the 43 new participants in SRP)
- Room Reservations
 - Study Rooms – Avg. 24/week
 - Community Room Rentals – 8
- Library Usage Stats – July
 - Patrons
 - Total Patrons
 - Cedar Springs City: 1,840
 - Solon Township: 2,188
 - KDL Service Area: 176
 - LLC Libraries: 64
 - Patrons Added
 - Cedar Springs City: 22
 - Solon Township: 13
 - KDL Service Area: 7
 - LLC Libraries: N/A
 - Circulation
 - Total Items in Collection: 32,683
 - Items Added: 183
 - Total Items Checked Out: 4,030
 - Adult Books: 1,061
 - Youth Books: 2,220
 - YA Books: 233
 - Audiobooks: 46
 - DVDs: 224
 - Express Items (do not go out to other libraries): 254
 - Other Items (including Library of Things, Hotspots, etc.): 12

Adding Libraries to Libby

You can access more than just the Lakeland Library Cooperative (LLC) digital collections with your valid Cedar Springs Public Library card. We are in partnership with other digital collections through Libby, meaning that there are many more items available to you! You can also browse:

- **Download Destination**
- **Great Lakes Digital Libraries**
- **Metro Net Library Consortium**
- **Midwestern Michigan Library Cooperative**
- **Midwest Collaborative for Library Services**
- **Suburban Library Cooperative**
- **Traverse Area District Library**
- **Up North Digital Collection**
- **White Pine Library Cooperative**
- **Woodlands Downloadable Library**



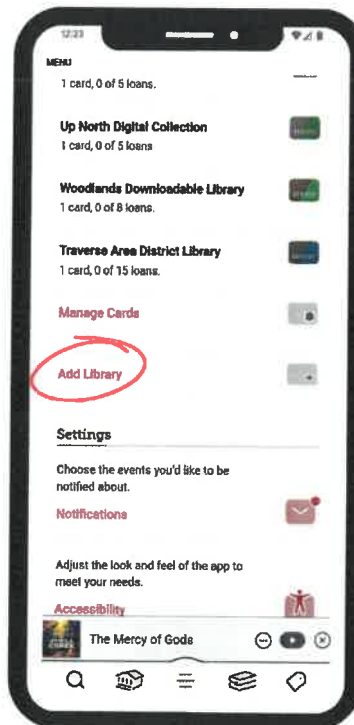
Step 1:

Open the Libby App.
Press the 3 bars at the bottom of the screen.



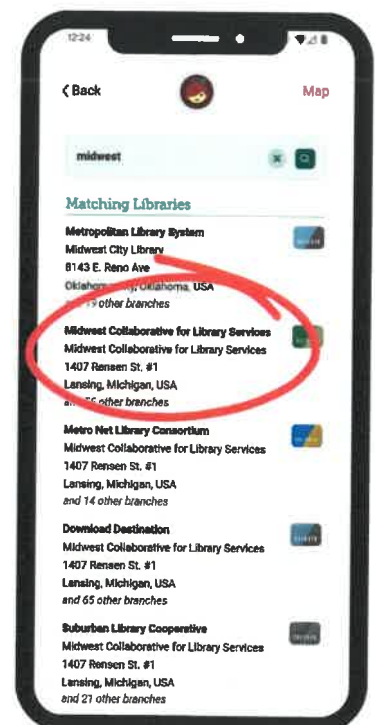
Step 2:

Press Add Library



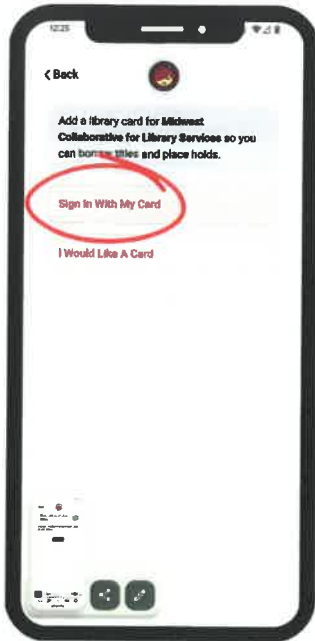
Step 3:

Search for the libraries listed above. Select the library.



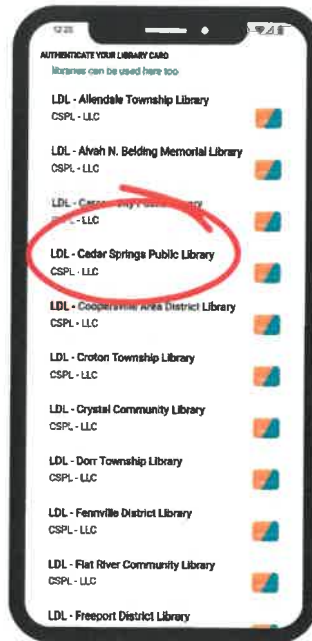
Step 4:

In the new library collection, select **Sign In With My Card**



Step 5:

Under **PARTNER LIBRARIES**, select **LDL - Cedar Springs Public Library**



Step 6:

Type in your library card number, select **Sign In**



Repeat these steps to add each library collection listed.

Once you are logged into the other libraries, it is easy to see the availability of specific titles in each collection. Press the library card icon on the right of the screen. A list of the partner collections will pop up. You can expand this and see how many copies are available (or how long the wait is) at each partner library. You can then select the library that has a copy available or add yourself to the shortest holds list.



Cedar Springs
Public Library

Cedar Springs



Public Library

COVID-19 HOME TEST KITS NOW AVAILABLE

AT THE CEDAR SPRINGS PUBLIC LIBRARY

Please ask a staff member at
the circulation desk for kits.

**2 KITS
PER FAMILY
PER DAY**



Michelle LaJoye-Young
SHERIFF

Crime Prevention Through Environmental Design (CPTED)

107 N Main St Cedar Springs, MI

Disclaimer

This security survey has been conducted as a public service of the Kent County Sheriff's Office Crime Prevention Unit. The information contained herein is based on guidelines set by the Training Institute and the observations of the individual Officer conducting the survey. This survey is intended to assist you in improving the overall level of security only.

*It is not intended to imply the existing security measures, or proposed security measures are absolute or perfect.

All new construction or retrofits should comply with existing building codes, zoning laws, and fire codes. Prior to installation or modifications, the proper licenses and variances should be obtained, and inspections should be conducted by the appropriate agency.

Natural Surveillance

The Placement of physical features, activities, and people in a way that maximizes visibility.

- Lack of windows at the employee entrance/exit.
- A couple overgrown tall, overgrown bushes on the north east side of the building.
- Cameras positioned in entry way with monitor at front station along with cameras facing all exits.
- Large, unobstructed parking lots that surround the building.

Natural Access Control

The use of sidewalks, paving materials lighting, landscaping, fencing, public art, and colorful design elements to guide or allow access to the site.

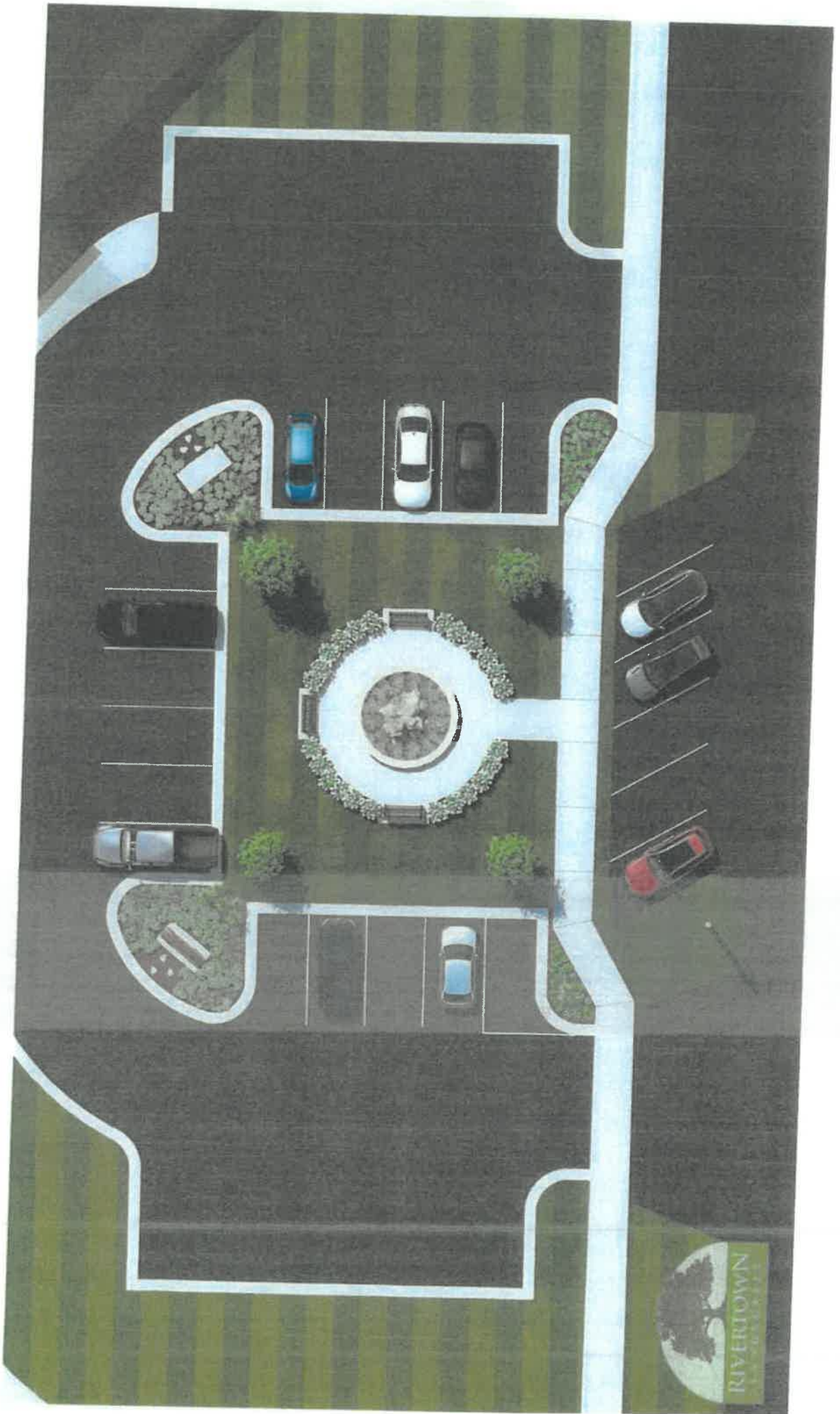
- Beautiful patio space on north side of library.

Negative Activity Generator

- Located next to public park and paved public trail which can and has caused issues.
- Attracts unhoused residents to use facilities, including bathrooms, wifi, parking lots, etc.

Site Recommendations

- Alarm on front door. Some sort of alerting device to let employees know someone is entering the first set of doors from outside.
- Having a panic button in back office by employee exit/entrance book return due to office being left unlocked and no windows to look inside.
- Lock doors when not in use so people cannot hide in north room, kitchen, back room, etc.
- Window in back room by employee exit/entrance. Either on door or built into wall to eliminate the blind exit into the employee lot.
- Convex mirror outside employee entrance/exit to be able to see around brick wall of the book return.
- Good camera placement! Make sure all computers have all the angles of cameras on them.

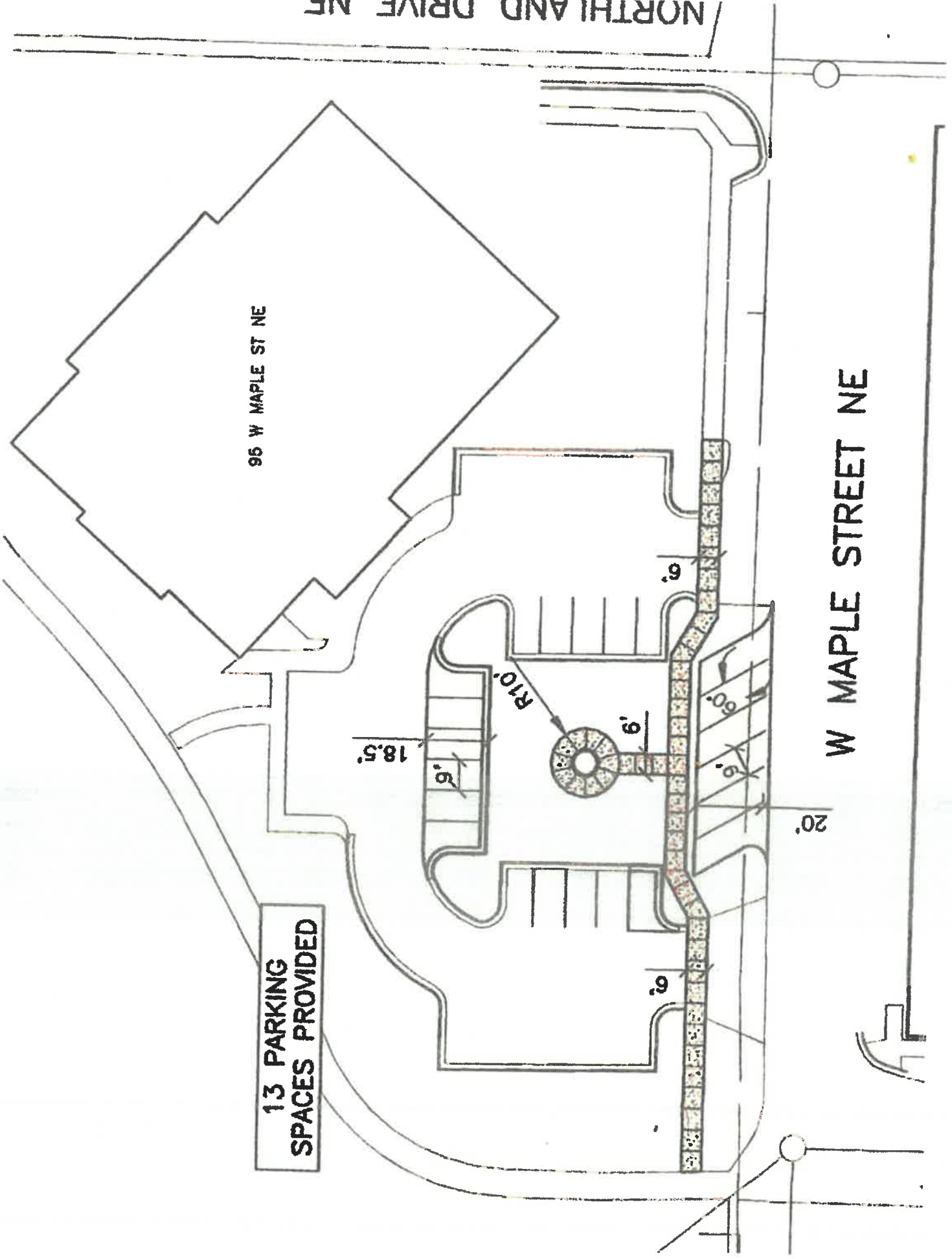


NORTH AND DRIVE NF

95 W MAPLE ST NE

W MAPLE STREET NE

13 PARKING SPACES PROVIDED



Cedar Springs



Public Library

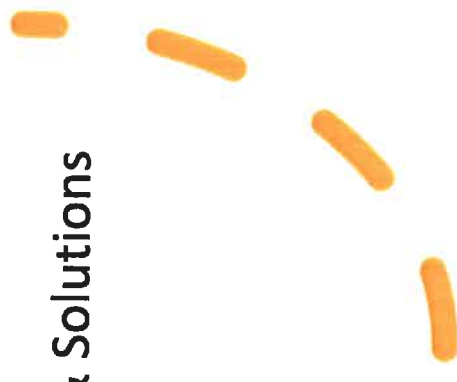
Board essentials, roles and responsibilities:
Putting the pieces together
to serve our communities
Part 1-August 26, 2024



LAKELAND LIBRARY
COOPERATIVE
LEADING • LEARNING • LENDING

Agenda

- Review of the agenda
- Lakeland Overview
- Library Overview
- Why do we serve and who are we serving?
- Board Essentials
- Roles and Responsibilities
- Resources
- Questions, Concerns, Support & Solutions



Lakeland Library Cooperative

- **Our Vision: Leading, Learning, Lending. Libraries working together to empower, enhance, and enrich our communities.**
- **Our Mission: We strengthen libraries through expertise, services, and shared resources for the benefit of communities and individuals.**
- **Our Membership: 42 public libraries providing access and services to 1.4 million residents throughout Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Newaygo, and Ottawa counties in West Michigan.**

**The mission of the
Cedar Springs Public Library**

**is to provide quality materials and
services to**

educate, inform, teach, and partner

**with our diverse community
in an atmosphere**

**that is welcoming and promotes
lifelong learning.**

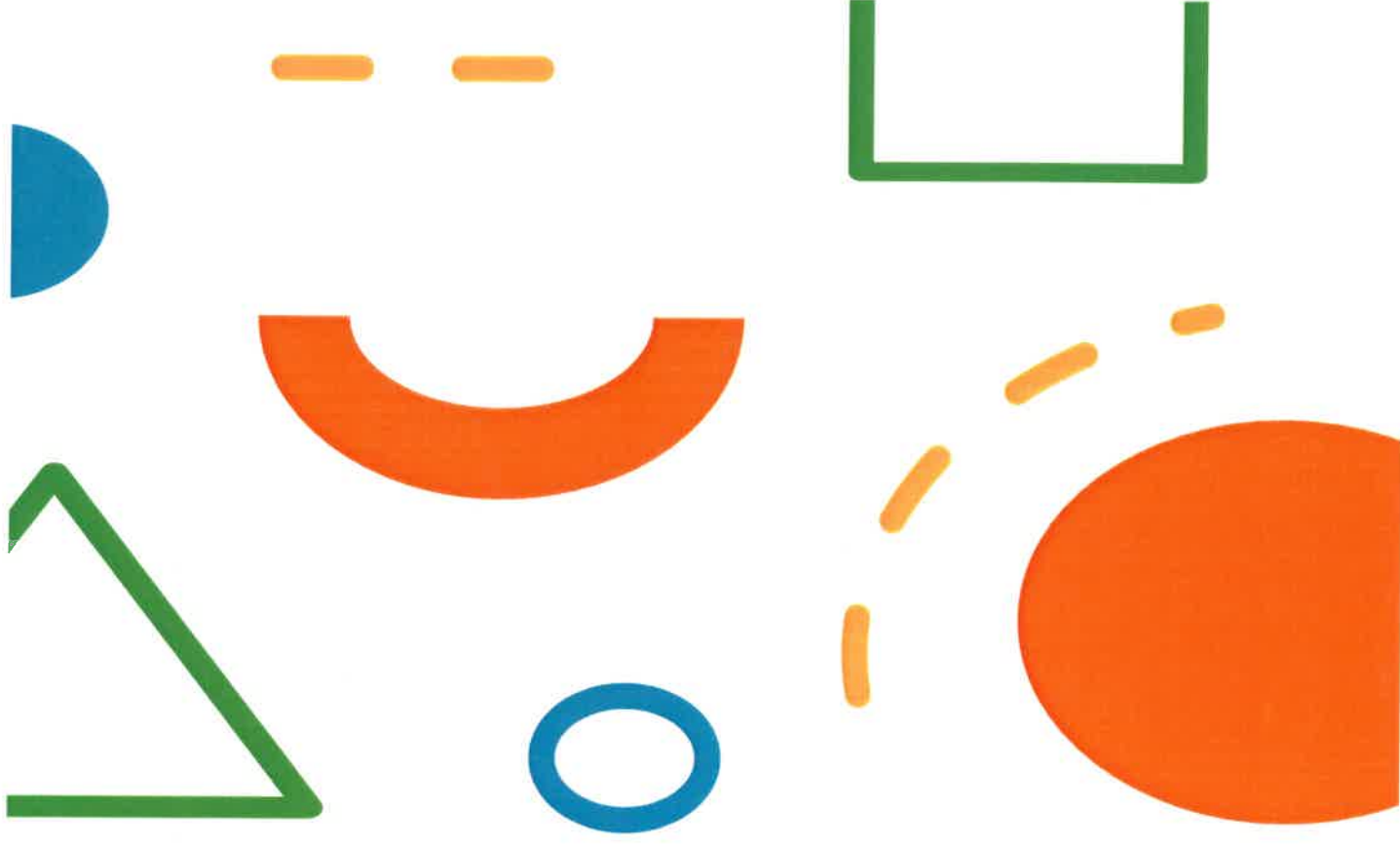


**Tools, Tasks
and a few
Tricks too.**

- **Board Essentials**
- **Roles and Responsibilities**
- **Decision-makers and Decision-making**

Board member expectations

- Learn about the library: its history, collections, policies, service population characteristics, etc.
- Advocate for the library and for public library service in general
- Communicate openly with other Board members and with the public
- Review, understand, and keep current with the library budget – all revenues and expenditures
- Review the library mission statement and future goals; participate in strategic planning



The Relationships: Board, Library Director, Community



MUTUAL TRUST, RESPECT,
AND HONESTY



CONSIDERATE IN WORDS
AND ACTIONS



OPEN COMMUNICATION
(TRANSPARENCY)/FRAMING
THE MESSAGE FOR YOUR
COMMUNITY



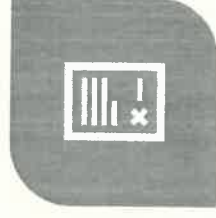
UNDERSTANDING DIVERSE
OPINIONS/REACHING
CONSENSUS



THINKING FOR THE
FUTURE/WATCHING FOR
TRENDS



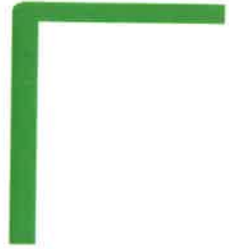
WILLINGNESS TO CHANGE
FOR THE GOOD OF
COMMUNITY



PROMISE TO DELIVER,
DELIVER WHAT'S PROMISED



Local Governing Documents



Board by-laws

- ✓ Specify Board governance model
- ✓ Specify officers: roles, terms, how they are elected
- ✓ Establish quorum rules
- ✓ Voting: majority rules
- ✓ Establish fiscal year
- ✓ Establish committees of the Board: how they are run, how often they meet, who serves on them
- ✓ Provide rules for mid-term Board vacancies
- ✓ Set policy (finance, personnel, local FOIA process, etc.)
- ✓ Specify how amendments are made

Code of Ethics

Library trustees are:

- ✓ stewards of the public interest
- ✓ bound by legislation
- ✓ entrusted with public funds
- ✓ responsible for transparency to the public
- ✓ restricted from conflict-of-interest situations
- ✓ encouraged to speak with one voice
- ✓ expected to display appropriate ethical behavior

Board & Personal Liability

Maintain acceptable, ethical behavior at all times

- Open Meetings Act - Board Meeting policies
- Freedom of Information (FOIA) Requests
- Avoid “acts in excess of authority; errors in acts; nonfeasance; negligence; intentional violations of civil law”

Conflict of Interest disclosure; written declaration

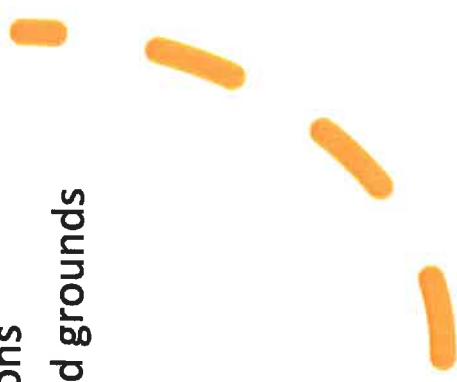
- Legally and ethically obligated to disclose conflicts
- Excuse self from discussion
- Excuse self from votes

Adequate level of insurance coverage; Directors & Officers

(D & O liability insurance)

Role & Authority of Board

- **Role:** to ensure the provision of library service to the community
- **Responsibility:** legal operation of the library
- **Authority:** only what is stated in the law
 - ✓ Hire and evaluate the Library Director
 - ✓ Approve annual budget and expenditure of all funds
 - ✓ Adopt mission statement and strategic planning goals; set Board governance rules
 - ✓ Adopt policies, rules and regulations
 - ✓ Maintain control over building and grounds



Board & Director Responsibilities

Board	Library Director
Hires Library Director	Hires, disciplines, and terminates library staff
Delegates management of daily operations to Director	Manages daily operations; keeps Board informed
Approves budget and monthly expenditures	Proposes and manages budget; arranges for annual audit
Guides strategic planning	Develops goals and objectives to achieve strategic plan
Approves Board and library policies	Writes and administers policies for library operations
Evaluates Director	Evaluates library employees

Common Board Structure

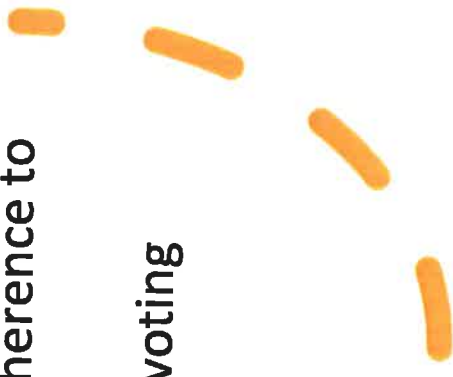
Chair/President: liaison to library Director; guides Board and runs meetings; serves as spokesperson

Vice-Chair/Vice-President runs meeting when Chair/President is not present; chairs personnel committee

Treasurer: verifies financial report; understands and applies accounting principles; chairs finance committee

Secretary: takes minutes or reviews/presents minutes to the Board; assures adherence to Open Meetings Act

Ex-Officio: Library Director (non-voting member)



Role of Board Committees

Board committees are authorized by the full Board, with standing committees described within the Board by-laws (Personnel & Finance)

Ad-hoc or special committees are formed at a point of need for special limited purposes, and are dissolved after completion of assignment (Buildings and Grounds, Centennial Celebration)

Board committees have one common essential role: to strengthen and support the work of the Board as a whole

Things to think about...

- ✓ Assure that neither the library board nor any individual library board member “run” the library. That is the job of the library director and the staff.
- ✓ Consider that everything you say or do in a public meeting can be seen by the general public.
- ✓ Be cautious when conducting library board business in a personal email or on personal computers as you could be responsible for turning over emails in response to a Freedom of Information Act (FOIA) request.
- ✓ Be aware of the Library Privacy Act <http://legislature.mi.gov/doc.aspx?mcl-Act-455-of-1982>

Useful Resources

- Michigan Resources:
<http://www.michigan.gov/librarytrustee>
- Friends of Michigan Libraries Trustee Alliance:
<http://fomitrusteealliance.org/>
- United For Libraries
<http://www.ala.org/united/>
- United for Libraries – Michigan Portal
<https://www.ala.org/united/login-request/michigan>



What else?

- Questions

- Concerns

- Support

- Solutions



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Thank you for
all that you do
for the library
and those that
use it!



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