

VALLEY LIBRARY CONSORTIUM

Administrative Council Meeting PACKET

10:00am

Wednesday, November 21, 2012

VLC HQ or Via Conference Call

Items Attached:

- A. Agenda, p.2
- B. Administrative Council Minutes, October 17, 2012, p.3 – 4
- C. Executive Director's Report, p.5
- D. FY 2012/13 Financial Reports, p.6 – 11
- E. Strategic Plan Dashboard, p.12
- F. Meeting Schedule (Administrative Council & Board), p.13
- G. Board Agenda, November 21, 2012, p.14
- H. Board Minutes, October 17, 2012, p.15

VALLEY LIBRARY CONSORTIUM
Administrative Council Meeting
10:00am
Wednesday, October 17, 2012
VLC HQ or Via Conference Call

AGENDA

Additions to the Agenda:

Consent Agenda:

1. Approval of the minutes from the August 15, 2012 meeting (p.3 – 4)
2. Executive Director's Report (p.5)
3. Financial Reports (p.6 – 11)

New Business:

1. Executive Director's Review
2. 7.5.2 Horizon Upgrade
3. December Meeting
4. VLC Schedule for Thanksgiving

Old Business:

1. SMS Text Messaging

Strategic Plan -- Measuring Success:

1. Review Strategic Plan Dashboard (p.15)

Tech Sharing:

Announcements:

News or Events from Member Libraries

Next Scheduled Meeting: December 19, 2012

VALLEY LIBRARY CONSORTIUM

Minutes of the Administrative Council

October 17, 2012 10:00 a.m.

Council Members Present: Tom Birch-Bay County; Rosemary Rice-Gutierrez-Bridgeport; Jami Cromley-Community District; Jack Wood-Delta; Bruce Guy-Gladwin; Melissa Barnard-Grace A. Dow; Stephanie Mallak Olson-Iosco; Melissa Malcolm-Lapeer; Alice Parsons-Northwood; Jeanette Bach-Pigeon; Trish Burns-PLOS; Erin Schmandt-River Rapids; Nannette Pretzer-St. Charles; Bryon Sitler-White Pine.

Council Members Attending Remotely: Kay Hurd-Almont; Desta Ureel-Dryden; Cory Goethe-MCC; Tracy Harnish-Ruth Hughes; Emily Clark-West Branch.

Council Members Not Present: Colleen Montalbano-Bay City Schools; Marcia Dievendorf-Caro; Sheila Bissonnette-Harrison; Jessica Moore-Marlette; Kelli Lovasz-North Branch.

Others Attending: Lee Martin-VLC; Kay Dunker-VLC; Jon Enge-VLC.

Chair E. Schmandt called the meeting to order at 10:00 a.m.

E. Schmandt asked if there were any additions to the agenda. L. Martin added the approval of the revised Strategic Plan to New Business as the second item.

Introductions were done for the new director from Community District, Jami Cromley.

Financial Statement Review

Mike Hanisko from Weinlander Fitzhugh reviewed the financial statements for the 2011/12 fiscal year.

T. Burns moved to approve the 990 form. M. Barnard seconded. Motion passed.

Consent Agenda

M. Barnard moved to approve the Consent Agenda. N. Pretzer seconded. Motion carried.

New Business

1. SirsiDynix eResource Central

Dain Berrett from SirsiDynix gave a demonstration of eResource Central. This product allows for one click downloads of electronic resources. It will be available sometime early next year.

2. Revised Strategic Plan

R. Rice-Gutierrez moved to approve the revised Strategic Plan as presented. S. Olson seconded. Motion carried.

3. BookPsychic.com

K. Dunker demonstrated the BookPsychic, the new recommendation tool from LibraryThing. The cost is presented on p. 18 of the packet. L. Martin will be emailing to see if anyone is interested in this product.

4. VLC Executive Director Review Tool Recommendation

M. Barnard reported for the committee. The new tool has a better definition of the performance rating. The Executive Director will be asked to supply a list of accomplishments and goals. These will be sent out

with the new tool. J. Wood asked about reviewing the goals throughout the year. It was decided that the director's report should cover this.

T. Birch moved to accept the new review tool as presented. J. Bach seconded. Motion carried.

The Personnel Committee needs a new member at large. R. Rice-Gutierrez volunteered.

5. Building Maintenance – Lighting Ballasts & Carpeting

L. Martin has received a quote of \$3990 to replace and update some of the lighting. The VLC will receive a federal rebate for some of that amount. The work should also result in some energy savings. The money will come from the Capital Funds.

L. Martin received a quote for \$11,225 to replace the carpeting. He suggested that this money also come from the Capital Funds. T. Burns moved to proceed with the project of replacing the carpeting. J. Wood seconded. Motion passed.

6. Item Count/Deletes – Reminder

The item counts on which the budget is based will be taken in Nov. If any member would like the VLC to do batch deletion of borrowers or items, please let them know by Oct. 23.

Old Business

1. Horizon 7.5.2 – SirsiDynix Text Messaging prices

The prices for text messaging are on p. 18 of the packet. Members requested a count of the notices that they have sent out. Those will be provided. L. Martin will email members to find out who is interested.

Strategic Plan – Measuring Success

There was no discussion.

Tech Sharing

There was no discussion.

Announcements

Grace A. Dow is participating in the "What do you geek" campaign.

Delta College did a project to digitize the microform version of the student newspaper. The newspaper is now in a searchable database.

L. Martin asked if libraries would be interested in the VLC pursuing consortium pricing for digitizing. He will do so.

The next scheduled meeting is November 21, 2012.

Meeting was adjourned at 11:44 a.m.

Minutes prepared by Kay Dunker.

Executive Director's Report, November 21, 2012

LibraryThing for Libraries and LibraryAnywhere – Update

On October 23, Jon Enge hosted an online workshop covering the basics of customizing, administering and promoting LibraryThing catalog enhancements and the Library Anywhere mobile app. Nine representatives from eight member libraries attended the session and we look forward to repeating the workshop on Nov. 15.

Based on the input from that session, we've created a new Web page at valleylibrary.org/librarythinginfo (also available from the main page under Member Resources) with helpful links for LibraryThing administration, promotional materials and tools, and a collection customizable documents contributed by VLC and member library staff members, including:

- LibraryThing Anywhere 8.5x11 Poster, MS PowerPoint, Lee Martin, VLC
- Library Anywhere Trifold - MS Publisher, Jon Enge, VLC
- Library Anywhere Bookmark - MS Publisher, Erin Schmandt, River Rapids District Library
- LibraryThing 3-page 8.5x11 Flyer - MS Word and PDF, Christian Dunham, Caro Area District Library

We'll be continuing to add to this web page as we develop and collect more samples, so please check it out and feel free to download and edit these documents for use in your libraries. If you have created documents that you would like contribute, please email them as an attachment to Lee at l.martin@valleylibrary.org or Jon at j.enge@valleylibrary.org.

Lighting/Ballast Replacement – Update

I selected Van Herweg Electrical from three bids to perform the replacement of our lighting ballasts and bulbs throughout the facility. They also installed motion sensors in the kitchen, both restrooms, and the server room. They started the project on Friday, October 26th and finished on Tuesday, October 27th. The total cost of the project was \$4790.00. They estimate an annual energy cost savings of \$550.00.

New Flooring – Update

After sourcing three quotes to replace the carpeting throughout the VLC facility, minus the White Pine office, I have selected Giesken's Floor Covering located in Chesaning. Giesken's comes highly recommended by Nannette Pretzer. She recently used Giesken's to replace the flooring at the St. Charles District Library. They will be moving all furniture as needed, removing and disposing of existing carpet and base moldings, and laying down Patcraft carpeting with Ultra Pattern backing for superior resistance to damage. I will bring a sample of the carpeting that was selected to our monthly meeting if you are interested in seeing it. The quote for those services is for \$12,645.00. The carpeting has been ordered and should be available for installation in three weeks. Once we schedule a date for the install it will take approximately 3 to 5 days to complete the installation.

VALLEY LIBRARY CONSORTIUM
Budget vs. Actual - Expenses

Through October 2013

		Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
	Expense				
	5105 · Salaries and wages	77,693.56	212,339.00	(134,645.44)	36.59%
	5300 · Benefits	22,910.96	66,292.00	(43,381.04)	34.56%
	5449 · Merit Fees	0.00	7,300.00	(7,300.00)	0.0%
	5450 · MLC charges	560.14	2,400.00	(1,839.86)	23.34%
	5464 · Employee - Training	3,662.50	10,000.00	(6,337.50)	36.63%
	5465 · Employee Travel	0.00	2,500.00	(2,500.00)	0.0%
	5470 · Telephone Service	2,290.00	4,680.00	(2,390.00)	48.93%
	5474 · Postage	189.00	500.00	(311.00)	37.8%
	5499 · Misc. Supplies	1,084.60	4,700.00	(3,615.40)	23.08%
	5615 · Insurance - Other	5,998.33	7,300.00	(1,301.67)	82.17%
	5661 · Maintenance - System	27,759.06	61,000.00	(33,240.94)	45.51%
	5662 · Maintenance - Other	1,279.33	5,250.00	(3,970.67)	24.37%
	5664 · Membership Dues	125.00	275.00	(150.00)	45.46%
	5666 · Professional Fees	2,175.00	4,000.00	(1,825.00)	54.38%
	5670 · Interest Expense - Mortgage Pmt	12,475.15	30,000.00	(17,524.85)	41.58%
	5679 · Utilities	9,385.61	20,000.00	(10,614.39)	46.93%
	5701 · Equipment	1,043.27	3,000.00	(1,956.73)	34.78%
	5740 · Building Maint. - VLC	9,541.95	14,000.00	(4,458.05)	68.16%
	9999 · Miscellaneous	239.70	5,000.00	(4,760.30)	4.79%
	Total Expense	178,413.16	460,536.00	(282,122.84)	38.74%

VALLEY LIBRARY CONSORTIUM

Fund Balances

As of October 31, 2012

			<u>Oct 31, 12</u>	<u>Sep 30, 12</u>
ASSETS				
Current Assets				
Checking/Savings				
		1005 · Operating Funds	174,647.74	145,213.14
		1105 · Capital Funds	109,127.46	113,165.10
		1205 · I/R Funds	512,612.78	512,476.42
		1301 · Building Maint. - Wildfire	31,733.68	31,724.27
		Total Checking/Savings	828,121.66	802,578.93
Accounts Receivable				
		1500 · Accounts Recievable	6,082.32	91,103.80
		Total Accounts Receivable	6,082.32	91,103.80
		Total Current Assets	834,203.98	893,682.73
TOTAL ASSETS			834,203.98	893,682.73

VALLEY LIBRARY CONSORTIUM

Operating Funds Activity

As of October 31, 2012

	Type	Date	Num	Name	Memo	Amount	Balance
1005 · Operating Funds							145,213.14
Total 1001 - Cash - Oper MM - 22152						29,434.79	174,647.35
1000 · Cash - Operating BC -6569							0.58
	Liability Check	10/08/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,071.25)	(2,070.67)
	Liability Check	10/08/2012	7230	State Of Michigan - withholding	State Payroll taxes	(642.60)	(2,713.27)
	Liability Check	10/08/2012	7231	Saginaw City Treasurer	City Payroll Taxes	(417.37)	(3,130.64)
	Check	10/08/2012	7232	TIAA-CREF	Staff Retirement	(838.76)	(3,969.40)
	Check	10/08/2012	7233	DALNET	MUG 2012 - John Enge	(15.00)	(3,984.40)
	Check	10/08/2012	7234	LMxAC	2012 COSUGI SIG - K. Dunker	(70.00)	(4,054.40)
	Check	10/08/2012	7235	Chase Card Services	Chase Credit Card	(41.67)	(4,096.07)
	Check	10/08/2012	7236	1st State Bank	Mortgage Payment	(2,495.03)	(6,591.10)
	Check	10/08/2012	7237	Strzynski Lawn Care	Lawn Service	(160.00)	(6,751.10)
	Check	10/08/2012	7238	Consumers Energy	Gas/Electric Bill	(2,078.43)	(8,829.53)
	Check	10/08/2012	7239	American Maintenance & Cleaning	Cleaning Service	(555.00)	(9,384.53)
	Check	10/08/2012	7240	ReadyTalk	Remote Meeting Service	(51.65)	(9,436.18)
	Check	10/08/2012	7241	Bette Jo Abbenante	Coffee	(24.96)	(9,461.14)
	Check	10/08/2012	7242	Merit Network, Inc.	SSL Certificate	(95.00)	(9,556.14)
	Transfer	10/08/2012			Funds Transfer	15,834.35	6,278.21
	Direct Deposit	10/12/2012	DD	1st State Bank	Staff Salaries	(6,277.82)	
	Liability Check	10/24/2012	EFTPS	1st State Bank	Federal Payroll Taxes	(2,075.60)	(2,075.21)
	Check	10/24/2012	7243	TIAA-CREF	Staff Retirement	(838.76)	(2,913.97)
	Check	10/24/2012	7244	Treasurer, City of Saginaw	Water/Sewer Bill	(322.60)	(3,236.57)
	Check	10/24/2012	7245	Vanguard Fire & Supply Co., Inc.	Annual Fire Inspection	(1,391.90)	(4,628.47)
	Check	10/24/2012	7246	Cavalier Telephone	Local/Long Distance Service	(313.16)	(4,941.63)
	Check	10/24/2012	7247	Verizon Wireless	Wireless Service	(220.87)	(5,162.50)
	Check	10/24/2012	7248	OCLC, Inc.	Bibliographic Services	(186.78)	(5,349.28)
	Check	10/24/2012	7249	GRA Benefits Group	Staff Life Insurance	(296.24)	(5,645.52)
	Check	10/24/2012	7250	SirsiDynix	Yearly Maintenance	(27,759.06)	(33,404.58)
	Transfer	10/24/2012			Funds Transfer	39,696.44	6,291.86
	Direct Deposit	10/26/2012	DD	1st State Bank	Staff Salaries	(6,291.47)	
Total 1000 · Cash - Operating BC -6569						(6,278.01)	0.39
Total 1005 · Operating Funds						23,156.78	174,647.74

VALLEY LIBRARY CONSORTIUM

Capital Account Activity

As of October 31, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1105 · Capital Funds								113,165.10
1100 · Cash-Capital - MM 6577								113,165.07
	Payment	10/08/2012	7193	Bridgeport Public Library	2012-13 2Q Telecomm Fees	1500 · Accounts Recievable	305.00	113,470.07
	Payment	10/08/2012	46445	Bay County Library System	2012-13 2Q Telecomm Fees	1500 · Accounts Recievable	2,018.00	115,488.07
	Payment	10/23/2012	40345	Dryden Township Library	2012-13 Email Service	1500 · Accounts Recievable	10.00	115,498.07
	Payment	10/23/2012		River Rapids District Library	2012-13 2Q Telecom Fees	1500 · Accounts Recievable	780.00	116,278.07
	Payment	10/23/2012	12281	St. Charles District Library	2012-13 2Q Telecom Fees	1500 · Accounts Recievable	496.00	116,774.07
	Transfer	10/24/2012			Funds Transfer	1101 · Cash - Capital BC 6585	(7,653.86)	109,120.21
	Deposit	10/31/2012			Interest	4400 · Interest Income	7.17	109,127.38
Total 1100 · Cash-Capital - MM 6577							(4,037.69)	109,127.38
1101 · Cash - Capital BC 6585								0.03
	Check	10/24/2012	5350	SirsiDynix	Barcodes	-SPLIT-	(4,565.50)	(4,565.47)
	Check	10/24/2012	5351	Paetec	Member Circuits	6700 · Capital Expenses	(873.39)	(5,438.86)
	Check	10/24/2012	5352	Trivalent Group	Member Circuits	6700 · Capital Expenses	(2,215.00)	(7,653.86)
	Transfer	10/24/2012			Funds Transfer	1100 · Cash-Capital - MM 6577	7,653.86	0.00
	Deposit	10/31/2012			Interest	4400 · Interest Income	0.08	0.08
Total 1101 · Cash - Capital BC 6585							0.05	0.08
Total 1105 · Capital Funds							(4,037.64)	109,127.46

VALLEY LIBRARY CONSORTIUM

Building Maintenance Account Activity

As of October 31, 2012

	Type	Date	Num	Name	Memo	Split	Amount	Balance
1301 · Building Maint. - Wildfire								31,724.27
	Deposit	10/31/2012			Interest	4400 · Interest Income	9.41	31,733.68
Total 1301 · Building Maint. - Wildfire							9.41	31,733.68

VLC 2012 - 13 Projected Income

Updated: 8/7/12

Library Name	Quaterly Telecom Fees	Quartely Seat Fees	Quartely Record Fees	Total Quarterly Payment	Annual Membership Fee	Total Projected Revenue	Total Operating YTD Paid	Total Operating Due	Library Name
Almont	\$0	\$266	\$1,281	\$1,547	\$2,000	\$8,187	\$0	\$8,187	Almont
Bay County LS	\$2,018	\$3,135	\$17,497	\$22,650	\$2,000	\$92,602	\$24,650	\$67,952	Bay County LS
Bay City Schools	\$0	\$425	\$1,472	\$1,897	\$2,000	\$9,589	\$3,897	\$5,692	Bay City Schools
Bridgeport	\$305	\$159	\$1,380	\$1,845	\$2,000	\$9,378	\$3,845	\$5,533	Bridgeport
Caro	\$0	\$531	\$2,510	\$3,042	\$2,000	\$14,166	\$5,042	\$9,124	Caro
Chesaning	\$780	\$213	\$870	\$1,862	\$2,000	\$9,448	\$3,862	\$5,586	Chesaning
Community	\$0	\$691	\$2,601	\$3,292	\$2,000	\$15,167	\$5,292	\$9,875	Community Dist.
Delta	\$0	\$691	\$1,296	\$1,987	\$2,000	\$9,947	\$3,987	\$5,960	Delta
Dryden	\$0	\$266	\$812	\$1,077	\$2,000	\$6,310	\$3,077	\$3,233	Dryden
Gladwin County	\$0	\$425	\$3,062	\$3,487	\$2,000	\$15,949	\$0	\$15,949	Gladwin County
Harrison	\$0	\$159	\$958	\$1,117	\$2,000	\$6,470	\$3,117	\$3,353	Harrison
Imlay City	\$0	\$372	\$2,205	\$2,577	\$2,000	\$12,307	\$4,577	\$7,730	Imlay City
Iosco	\$0	\$956	\$3,549	\$4,505	\$2,000	\$20,022	\$6,505	\$13,517	Iosco
Lapeer	\$0	\$1,382	\$4,633	\$6,014	\$2,000	\$26,057	\$8,015	\$18,042	Lapeer
Marlette	\$0	\$106	\$648	\$755	\$2,000	\$5,019	\$2,755	\$2,264	Marlette
MMCC	\$0	\$159	\$378	\$537	\$2,000	\$4,149	\$4,150	-\$1	MMCC
MMI	\$0	\$53	\$63	\$116	\$2,000	\$2,465	\$0	\$2,465	MMI
Midland	\$0	\$2,019	\$15,212	\$17,231	\$2,000	\$70,925	\$19,231	\$51,694	Midland
North Branch	\$0	\$213	\$1,671	\$1,884	\$2,000	\$9,535	\$3,884	\$5,651	North Branch
Northwood	\$0	\$319	\$837	\$1,156	\$2,000	\$6,624	\$3,156	\$3,468	Northwood
Pigeon	\$0	\$266	\$1,172	\$1,437	\$2,000	\$7,749	\$3,438	\$4,311	Pigeon
St. Charles	\$496	\$213	\$1,137	\$1,846	\$2,000	\$9,384	\$3,846	\$5,538	St. Charles
Saginaw Public	\$0	\$3,985	\$13,237	\$17,222	\$2,000	\$70,890	\$19,222	\$51,668	Saginaw Public
West Branch	\$0	\$213	\$1,262	\$1,475	\$2,000	\$7,900	\$3,475	\$4,425	West Branch
White Pine	\$0	\$53	\$0	\$53	\$2,000	\$2,213	\$0	\$2,213	White Pine
						\$452,451		\$313,428	
							\$139,023		

VLC Equipment I/R FUND

Library Name	I/R Contribution	I/R YTD Paid	I/R YTD Due	Library Name
Almont	\$0	\$0	\$0	Almont
Bay County	\$0	\$0	\$0	Bay County
Bay Schools	\$0	\$0	\$0	Bay Schools
Bridgeport	\$0	\$0	\$0	Bridgeport
Caro	\$0	\$0	\$0	Caro
Chesaning	\$0	\$0	\$0	Chesaning
Community Dist.	\$0	\$0	\$0	Community Dist.
Delta	\$0	\$0	\$0	Delta
Dryden	\$0	\$0	\$0	Dryden
Gladwin Co.	\$0	\$0	\$0	Gladwin Co.
Harrison	\$0	\$0	\$0	Harrison
Imlay City	\$0	\$0	\$0	Imlay City
Iosco-Arenac	\$0	\$0	\$0	Iosco-Arenac
Lapeer	\$0	\$0	\$0	Lapeer
Marlette	\$0	\$0	\$0	Marlette
MMCC	\$0	\$0	\$0	MMCC
MMI	\$0	\$0	\$0	MMI
Midland	\$0	\$0	\$0	Midland
North Branch	\$0	\$0	\$0	North Branch
Northwood	\$0	\$0	\$0	Northwood
	\$0	\$0	\$0	
Pigeon	\$0	\$0	\$0	Pigeon
St. Charles	\$0	\$0	\$0	St. Charles
Saginaw	\$0	\$0	\$0	Saginaw
West Branch	\$0	\$0	\$0	West Branch
White Pine	\$0	\$0	\$0	White Pine

\$0.00

VALLEY LIBRARY CONSORTIUM Strategic Plan Dashboard (2011 -2015)

ILS		Operating	
1.1.1	Committee designs and conducts membership survey on current system and future needs/wants/features post vendor demos by 1Q13.	2.1	Increase active participation by member libraries by 2Q14. Alice & Stephanie (Breakthrough objective)
1.1.2	Organize results of survey by 2Q13.	2.1.1	Explore and implement new meeting structure (including frequency) for administrative council, board, and committees by 2Q13.
1.1.3	Identify existing ILS system and discovery layer by 4Q13.	2.1.2	Set minimum standards for attendance and participation by end of 1Q13.
1.2	Be on cutting edge of evolving interactive technology for ILS for 4Q14. Lee	2.1.3	Get approval for incentive ideas for participation by 1Q13.
1.2.1	VLC will provide the option to handle all centralized electronic patron notifications (i.e. text messages) by 2Q13.	2.1.4	Develop new member/new director orientation to define member roles by 1Q13.
1.2.2	In our search for next ILS system, re-examine mobile apps for patrons and staff use by 2Q14.	2.1	Each member library will be visited by VLC staff to understand how each library operates by YE15. Lee
1.2.3	Work with vendors who will be soon offering direct catalog integration for eBooks to do what we can on our end to make that happen by 4Q14.	2.1.1	A representative of VLC staff will visit 21 library locations by 4Q12.
1.3	Have cost effective bibliographic utility by 2Q14. Erin (breakthrough objective)		
1.3.1	Determine models and potential vendors by 2Q13.		
1.3.2	Implement new model/vendor(s) by 2Q14.		
Legend			
	Not started, but should be completed by the planned end date.		
	Milestone should be completed by the planned end date.		
	Some risk of the milestone not completing by the planned end date.		
	Serious risk of the milestone not completing by the planned end date.		
	Task Completed		
Updated: 09.24.2012			

VALLEY LIBRARY CONSORTIUM
Administrative Council and Board Meetings

Meeting Schedule

2012/13

July	No Meeting	No Meeting
August 15	10:00am (regular)	11:00am (Board)
September 19	10:00am (regular)	11:00am (Board)
October 17	10:00am (regular)	11:00am (Board)
November 21	10:00am (regular)	11:00am (Board)
December 19	10:00am (regular)	11:00am (Board)
January 16	10:00am (regular)	11:00am (Board)
February 20	10:00am (regular)	11:00am (Board)
March 20	10:00am (regular)	11:00am (Board)
April 17	10:00am (regular)	11:00am (Board)
May 15	10:00am (regular)	11:00am (Board)
June 19	10:00am (regular)	11:00am (Board)

VALLEY LIBRARY CONSORTIUM

BOARD Meeting

11:00 am

Wednesday, November 21, 2012

VLC HQ/Via Conference Call

AGENDA

Additions to the Agenda

Old Business:

1. Approval of the Minutes from October 17, 2012(p.25)

New Business:

1. Executive Director's Review

Announcements:

Valley Library Consortium
Minutes of the Board of Trustees Meeting
October 17, 2012

Members Present: Tom Birch (Bay County Library System); Jack Wood (Delta College Library); Melissa Barnard (Grace A. Dow Memorial Library); Stephanie Mallak Olson (Iosco-Arenac District Library); Melissa Malcolm (Lapeer District Library); Trish Burns (Public Libraries of Saginaw); Nanette Pretzer (St. Charles District Library)
Others Attending: Lee Martin (Valley Library Consortium); Kay Dunker (Valley Library Consortium)

President T. Birch called the meeting to order at 11:48 a.m.

T. Birch asked if there were any additions to the agenda. Recommendations from the Administrative Council was added.

Old Business:

1. S. Olson moved to approve the minutes from August 15, 2012 meeting. M. Barnard seconded. Motion passed.

New Business:

1. Recommendations from the Administrative Council.
 - a. T. Burns moved to approve the 990 form as presented. M. Barnard seconded. Motion passed.
 - b. J. Wood moved to approve the revised strategic plan. S. Olson seconded. Motion passed.
 - c. M. Malcolm moved to approve the Executive Director Evaluation Tool as presented. Motion passed.
 - d. J. Wood moved to allow up to \$15,000 from the Capital Funds to be spent for the purchase of new carpet. M. Malcolm seconded. Motion passed.

Announcements

Meeting adjourned at 11:53 a.m.

Next scheduled meeting is November 21, 2012.