

**WHITE PINE LIBRARY COOPERATIVE
BOARD MEETING
Draft Minutes April 28, 2021**

A meeting of the White Pine Library Cooperative Board was held on April 28, 2021 via Zoom meeting.

Present: John Sheridan (President), Pam Williams (Sec/Treasurer), Nannette Pretzer, Briynne McCrea, Jamie Paille, Barb Butch, TJ Smith, and Jeanette Morrish (Vice Pres). Also, present was Kate Van Auken. **Absent:** Charlie Mitchell, and Ervin Bell.

Call to Order: Board President John Sheridan called the meeting to order at 11:45 am.

Agenda: Jeanette Morrish moved, and Barb Butch seconded to approve the Agenda. The motion was carried.

Minutes: Jeanette Morrish moved, and Nannette Pretzer seconded to approve the February 24, 2021 Board Minutes. The motion was carried.

Treasurer's Report: The Board reviewed the financial reports and checklist. There was an expense for the annual subscription for Quickbooks Payroll. State Aid payment for \$133,075.61 was received in March but not posted to Quickbooks until April. The second state aid payment is expected around August. Briynne McCrea moved, and Nannette Pretzer seconded to approve the financial reports and ratify the bills for February and March 2021. The motion was carried.

Directors Report: Kate Van Auken mentioned that she received 4 different quotes for business insurance and chose the Auto Owner's Insurance Company. She upped the business owner's to 2 million and decided that the umbrella policy was not needed. The amount for the insurance is about half of what it was previously. Both she and Jane attended the Chart of Accounts workshop and have another year to make the required changes. She asked for input on how to handle the Special Projects Fund. It was decided that this year, the money be distributed and have the libraries report back to the cooperative on how the money was spent. A response form could be sent with the checks, which will be distributed in June. Her full report can be found at

https://wplc.org/wp-content/uploads/2021/director_reports/director-report-apr2021.pdf

Old Business:

Plan of Service: The Plan received approval from the Library of Michigan. She will be sending another survey to membership in the next month or two, as the plan needs to be approved yearly.

Director Evaluation Form: Pam Williamson previously shared a proposed Director Evaluation form, and the board reviewed and provided input. The revised form was presented. Jeanette Morrish moved, and Nannette Pretzer seconded to adopt the form as presented. The motion was carried.

New Business:

Library Director evaluation input of Coop Director

Membership input of the Cooperative Director's evaluation was discussed.

Library Director Name _____ Date _____

White Pine Library Cooperative Director Evaluation Input

The White Pine Board will be completing the annual evaluation of the Cooperative Director. If you would like to share any input please provide your comments below for inclusion in the evaluation process. Thank you.

This evaluation input allows other members, not on the board, to provide input on the director's evaluation.

Policy Change Draft: The Personnel Policy section 3.54 Evaluation of Director was modified and discussed. Briynne McCrea moved, and Jeanette Morrish seconded to approve the policy as presented. The motion carried.

Other: Kate Van Auken mentioned that the Tuscola State of Emergency expires in 2 days. The next Advisory and Board meetings are scheduled for June. Since it will most likely be in person, Kate will be looking for a host library.

Next Meeting: Wednesday, June 23, 2021 location TBD.