

**WHITE PINE LIBRARY COOPERATIVE  
BOARD MEETING  
Minutes, June 22, 2022**

A meeting of the White Pine Library Cooperative Board was held on June 22, 2022, at the Bridgeport Public Library in Bridgeport, MI.

**Present:** Jeanette Morrish, TJ Smith, Jessica Little, Lorrie Taylor, Ann Trierweiler, Charlie Mitchell. Also present: Kate Van Auken and Alison Blattner. **Absent:** Barbara Bush, Pam Williams, Jamie Paille, and Corey Goethe.

**Call to Order:** The meeting was called to order at 12:16 pm.

**Agenda:** Ann Trierweiler moved, and Charlie Mitchell seconded to approve the agenda. The motion was carried.

**Minutes:** Jessica Little moved, and Ann Trierweiler seconded to approve the April 27, 2022, Board minutes. The motion was carried.

**Treasurer's Report:** The Board reviewed the financial reports and checklists for April and May 2022. Jessica Little moved and Charlie Mitchell seconded to approve the financial reports and ratify the bills for both April and May 2022. The motion was carried.

**Directors Report:** Kate had no additional items to add to the Director's Report she gave at the Advisory Council meeting. More can be found at: [https://wplc.org/wp-content/uploads/2022/director\\_reports/director-report-june2022.pdf](https://wplc.org/wp-content/uploads/2022/director_reports/director-report-june2022.pdf)

**Old Business:**

**Director's Review**

Jeanette Morrish, Fleschner Memorial Library, presented the results of the annual Director's review. Comments were collected from members along with the Board evaluations and sent to Kate for her to review.

As a result of the evaluation, Jeanette Morrish suggested a 10% increase in compensation for Kate. Ann Trierweiler moved, and Charlie Mitchell seconded to raise Kate Van Auken's compensation 10%. The motion was carried.

**New Business:**

**Office Manager's Review**

Kate Van Auken had sent the Board a written proposal for a 10% pay increase for the White Pine Office Manager position for the October 2022 – September 2023 fiscal year. The start date of the position was 11/22/2021 with a starting pay of \$20/hr. for 25 hours a week. A 10% increase would increase the hourly rate to \$22.00. Kate reported on the results of her two performance evaluations with Alison, one at the three month and one at the six-month milestone. Ann Trierweiler suggested raising the amount to \$25/hr. Additional conversation was had regarding whether 25 hours a week was sufficient to complete all work. Jeanette Morrish moved, and Ann Trierweiler seconded to increase the Office Manager's compensation to \$25/hr. with a flexibility of working 25-30 hours a week. The motion was carried.

**MLA Dues Reimbursement**

Discussion was held regarding the member reimbursement for MLA dues brought forward during the Advisory Council meeting. The suggestion was raised to allow for reimbursement of other professional library organizational dues aside from MLA so long as the total reimbursed did not exceed the cost of MLA dues for that location. Jessica Little moved and Charlie Mitchell seconded to approve WPLC reimbursing members for joining any library based professional organization so long as the amount does not exceed the annual MLA dues for that location. The motion was carried.

**Personnel Policy and Procedure Manual 2022 Draft**

Kate Van Auken and Alison Blattner conducted a review of the WPLC Personnel Manual. Edits were made to remove gendered language, tying statements back to the position being described instead. Additional changes were made to reflect the current office makeup (e.g., removing mentions of a 'salary scale' or 'supervisors'). At the time, the document had not been reviewed by legal counsel. The Board conducted a preliminary review of the manual and decided that Alison will send the manual again with the edits made at this meeting. The Board will review and revisit any additional changes before the document is sent to legal counsel.

**Other:**

**Public comments and announcements:** There were no public comments.

**Adjournment:** Ann Trierweiler moved, and Charlie Mitchell seconded to adjourn the meeting at 1:12 PM. The motion was carried.

**Next Meeting:** August 24, 2022, location to be determined.