

**VALLEY LIBRARY CONSORTIUM**  
**Minutes of the Administrative Council**  
**May 19, 2010, 10:00 a.m.**

Council Members Present: Bryon Sitler-White Pine; Jeanette Bach-Pigeon; Jack Wood-Delta; Melissa Barnard-Midland; Kate Pohjola-Lapeer; Nannette Pretzer-St. Charles; Stephanie Mallak Olson-Iosco; Erin Schmandt-Chesaning; Tom Birch-Bay County; Rose Rice-Gutierrez-Bridgeport; Marsha Boyd-West Branch; Kristen Valyi-Hax-Ruth Hughes; Bruce Guy-Gladwin; Marcia Dievendorf-Caro; Desta Ureel-Dryden; Josh Schu-Community District; Kay Hurd-Almont.

Council Members Not Present: Judy Eastland-Michigan Molecular; Trish Burns-PLOS; Karen Lambert-North Branch; Jessica Moore-Marlette; Shawn Troy-MCC; Colleen Montalbano-Bay City Schools; Sheila Bissonnette-Harrison; Alice Parsons-Northwood.

Others Attending: Karl Steiner-VLC; Jo Abbenante-VLC.

Chair E. Schmandt called the meeting to order at 10:08 a.m.

E. Schmandt asked if there were any additions to the agenda. There were none.

## **DECISIONS**

1. M. Barnard moved to approve the minutes from the April 21, 2010 meeting. R. Gutierrez seconded. Motion passed.

## **EXECUTIVE DIRECTOR'S REPORT**

1. Hold Slip Printing. We have purchased the software and working on resolving some issues. We will be contacting members shortly for installation. Members participating are: Saginaw, Bridgeport, Lapeer, St. Charles, Midland, Pigeon, Ruth Hughes and West Branch. Chesaning and Iosco were also added.
2. VLC has successfully tested a new Horizon client that works with the Windows 7 operating system and should be released in the near future. Members should be aware there are some issues associated with using OCLC's Connexion on a Windows 7 machine.
3. K. Steiner reported on the finances of the consortium. Note- Page 7, under the column 'Balance Due', shows various members still owing. That column did not update correctly. All members have paid and are current.

## **DISCUSSIONS**

1. Report from the Nominating Committee. The 30-day required notice is given for nominees of the Board of Directors and Administrative Council. Nominees for the Board: Tom Birch- President; Stephanie Mallak Olson- Vice President; Bryon Sitler- Secretary/Treasurer; Judy Eastland- Member-at-Large. Nominees for the Administrative Council: Jeannette Bach- Chair; Jack Wood- Chair Elect. The candidates have accepted the nominations. A vote will take place at the next meeting.
2. Suggested Revision to the Bylaws. Our attorney felt the proposed expenditure changes should be put in the Bylaws.  
The proposed Bylaws changes are:
  - Article II (Section 8)

8. Expenditures. The Executive Director is authorized to spend up to \$10,000.00 for budgeted or unbudgeted expenditures without the approval of the Board of Directors. If the expenditures exceed \$10,000.00 and there is not sufficient time for the Board of Directors to meet, then the officers of the Board acting as an Executive Committee can authorize such expenditures by a majority rule.
  - Article IV (1)
    - i. To employ any individual or entity for the management of the Valley Library Consortium as Executive Director.
  - Article V (Section (3)  
Executive Committee. The officers of the Consortium shall function as an Executive Committee to perform any functions that may be designated to the Executive Committee by the Board of Directors, or as provided by the bylaws of the Consortium.

These changes will be voted on at the next meeting.

3. Administrative Council Handbook. K. Steiner made the changes to the handbook as discussed at the last Council meeting and presented the updated document.
4. Report from Search Committee. K. Pohjola gave a recap of the committee's progress. The search has been extended till 5/28/10. Eight additional packets have come in. The committee will review the packets on 6/3/10 and develop interview questions. Members were invited to submit interview questions they would like asked and will be kept apprised of the interview schedule. The committee recommended asking K. Steiner to stay on beyond his original retirement date of June 25, 2010. K. Hurd moved to extend the retirement date of the Executive Director to a few days after the new Executive Director is on the job. The Board will give the former Executive Director 45 days notice before the new Director starts work. K. Valyi-Hax seconded the motion. Motion carried.
5. Migration Timeline. The question of whether to begin looking at a new system this August, as previously decided, was discussed. The Council felt the process should be started. Committees charged with the exploratory function should be established. Members are to determine who at their institutions can participate on these committees. K. Steiner will send out the Dick Boss questionnaire.

## **ANNOUNCEMENTS:**

Caro's millage passed.

Bay County is having a millage vote this November. They have hired a new managing director at Pinconning.

Next scheduled meeting is June 16, 2010 at 10:00 a.m.

Meeting adjourned at 11:10 a.m.

Minutes prepared by Jo Abbenante.

