

**WHITE PINE LIBRARY COOPERATIVE
BOARD MEETING**

Draft, Minutes, December 4, 2013

A regular meeting of the White Pine Library Cooperative Board was held on December 4, 2013 at White Pine Library Cooperative Headquarters, Saginaw, MI 48602.

Present and voting: Kay Montei, Rochelle Siler, Bryan Dinwoody, Emily Boersen, Eric Andreychuck, Sharlyn Huyck, Lynn Clarke, and Ervin Bell.

Also present: Bryon Sitler, Jane Piersall and Sheila Good.

Absent: Jessica Taylor and Jeanette Morrish.

1. **Call to Order:** Vice President, Rochelle Siler called the meeting to order at 12:00 pm.
2. **Agenda:** Sharlyn Huyck moved to approve the agenda. Emily Boersen seconded the motion. Motion carried.

3. Treasurer's Report:

Audit: Corrina Scharf from Weinlander Fitzhugh was present. Corrina reported that White Pine received a clean audit for the fiscal year ending September 30, 2013. The audit was reviewed. Kay Montei moved to approve the audit as presented. Emily Boersen seconded the motion. Motion carried.

Financial Reports: The board reviewed the financial reports for November, 2013. Kay Montei moved to approve the financial reports and ratify the bills as presented. Sharlyn Huyck seconded the motion. Motion carried.

4. **Minutes:** Ervin Bell moved to approve the October 2013 board minutes. Bryan Dinwoody seconded the motion. Motion carried.
5. **Director's Report:** Bryon gave the report at the morning's advisory council meeting.
6. **Old Business:** None.
7. **New Business:**

Changes to the job descriptions for the Accounting Assistant/Bibliographic Access Supervisor and the Technology Coordinator were included in the pages after the Board Agenda. Bryan Dinwoody wanted to know how many steps were in the salary range shown on the job descriptions. Bryon Sitler confirmed there were 8 steps. Sharlyn Huyck moved to accept the revised job descriptions as presented. Emily Boersen seconded the motion. Motion carried.

8. **Other:** Bryon Sitler noted that the Plan of Service needs to be revised.
9. **Public Comments:** None.
10. **Adjournment:** The meeting adjourned at 12:32 pm.