

**Valley Library Consortium**  
**Minutes of the Board of Trustees Meeting**  
November 17, 2010

**Members Present:** Tom Birch (Bay County Library System); Stephanie Mallak Olson (Iosco-Arenac District Library); Kate Pohjola (Lapeer District Library); Melissa Barnard (Grace A. Dow Memorial Library); Judy Eastland (Michigan Molecular Institute); Bryon Sitler (White Pine Library Cooperative)

**Members Not Present:** Trish Burns (Public Libraries of Saginaw)

**Others attending:** Lee Martin (Valley Library Consortium); Kay Dunker (Valley Library Consortium)

Chair T. Birch called the meeting to order at 12:17.

T. Birch asked if there were any additions to the agenda. Motions from the Administrative Council concerning Strategic Planning and changes to the Administrative Council Handbook , Personnel Manual, and the 2011/2012 budget were added to the agenda.

**Decisions:**

1. S. Mallak Olson moved to approve the minutes from October 20, 2010 meeting. B. Sitler seconded. Motion passed.

**Discussions:**

1. M. Barnard moved to approve start the Strategic Planning process as soon as possible with the budget not to exceed \$3500 as recommended by Administrative Council and she moved also to make the changes to the Administrative Council Handbook as recommended by Administrative Council. K. Pohjola seconded. Motion passed.
2. The Board recommended that the changes to the Personnel Policies and Procedures be referred to the Personnel Committee. They also felt that once the manual is completed, legal counsel should review the manual.
3. L. Martin asked about how to proceed with the 2011/2012 budget. The Board said that it should be presented for review at the December Administrative Council. L. Martin recommends that payments to the I/R fund be suspended for the next fiscal year.

Meeting adjourned at 12:32.

Next scheduled meeting is December 15, 2010 at 10:00 AM.

Submitted by Bryon Sitler, Secretary/Treasurer