**Steps Needed for Superior District Library Implementation**

**Director/Ken:**

* Send memo to all staff (Bayliss and Branches), as well as Rudyard employee/s

1. Explain suspension of fees for non-resident areas now in the District Library area
2. Encourage attendance of Mackinac County librarians, along w/their Friends, supporters, and patrons, at the Thursday, March 28, 4:30 p.m. meeting of the Mackinac County Commission meeting to show support for the District Library and needed .5 millage
3. Notify staff of Mackinac County Commission’s as- yet- unfilled appointments to the District Library Board

2. On Tuesday, March 26, contact Rudyard Schools Superintendent Tony Habra

a. Discuss funding sources for Rudyard Library needs (including payroll and library purchases)

during the interim period

*[note: could Bayliss bill Rudyard for payroll and purchases as we do now for reimbursing Bayliss for Branch payroll and other items paid for by Bayliss that are meant for Branches?]*

b. Discuss transfer of any bank accounts reserved for Rudyard Library income and expenses

3. Call City Manager Spencer Nebel regarding timeline to present next year’s budget to the City

Commission, as well as to discuss maintaining funding during the interim period

4. Begin preparing a budget for the new Superior District Library, for the period March 21 through

June 30, 2013

5. Schedule joint Board Meeting with Bayliss Board and new Superior District Library Board (possibly

also plan this meeting to be the Organizational Meeting of the new Superior District Library Board)

6. Contact Engadine Schools superintendent and Janice Wagner regarding issues related to Engadine

Library

1. Contract with the Schools for rent of building space
2. Problems resulting from opposition of western Mackinac County townships

7. Contact MERS representative, particularly regarding Rudyard employee/s

**Office Manager/Nancy:**

1. On Tuesday, March 26, contact Madigan Insurance regarding adding Rudyard Library to our insurance package. Obtain square footage of library (from DLA or call Rudyard).
2. On Tuesday, March 26, contact federal government regarding a federal employer identification number (FEIN) for the Superior District Library (may need to wait until the joint meeting of the two Boards)
3. On Tuesday, March 26, contact City Hall/Nancy Fuerstnau regarding State Unemployment number and registration through MIWam; find out what Nancy learned on Monday.
4. Contact state government regarding a state tax ID number, after receiving the FEIN.
5. Contact Bill Ayers and auditors regarding how/when to close books for BPL/Branches and open them for the Superior District Library
6. Compile material needed for letters to each non-participating governmental unit within the District Library (i.e., townships, etc.): Cover letter (compose); District Library map; State Librarian’s approval letter; list of parcels for partial areas (e.g., Raber, St. Ignace townships).
7. Post notice of joint meeting of Bayliss Board and Superior District Library Board asap when scheduled; send to all required locations for posting
8. Begin preparing new files for the Superior District Library (taken from list in earlier “steps to consider for the new district library” document”)
   1. Agreement(s) and assignment of lease/s
   2. Board appointments and bylaws
   3. Deeds
   4. Retirement/deferred compensation
   5. Internal controls
   6. Payroll, federal tax ID #, as well as state tax Id #
   7. Unemployment and workers compensation insurance
   8. Board’s “errors and omissions” and other liability insurance
   9. Retirement with MERS:
   10. Insurance property/liability insurance—
   11. Personnel Issues:

If the District Library Agreement does not contain a clause that states that current employees are to be re-hired as district library employees, the board should authorize the re-hiring of all employees and director with a letter to be sent to all employees.

Direct deposits, federal/state withholdings forms, deferred compensation plans, as well as United Way or other payroll deductions should be addressed.

Health insurances, life Insurance and other benefits, if offered by new district library, should be addressed

**Agenda Item for Bayliss Board Meeting, March 28, 2013**

**New Business: District Library: next steps and transition**

1. Review steps already taken (see above list)
2. Update on PR actions already taken and those in works
3. Update on Mackinac County appointments, if known.
4. Update on Mackinac County concerns w/District Library Agreement and millage and any action taken at their 4:30 Board meeting, if known.
5. Update Board members on plans for payroll, FEIN, State Tax ID, Unemployment Account registration, etc., and status of such
6. Update Board members on transition of financial records – report on information obtained from Ayers Accounting and Anderson Tackman, if available and appropriate
7. Schedule joint meeting of the BPL Board and the Superior District Library Board; determine if this meeting date should also be the Superior District Library’s organizational meeting date.
8. MERS update, if available and appropriate
9. Review steps needed to be taken at Joint Meeting and Organizational Meeting
   1. Election of presiding officer
   2. Adoption of bylaws and the official setting of meeting dates pursuant to the Michigan Open Meeting Act
   3. Election of other officers, i.e. vice-president, treasurer, secretary.
   4. Appointment of essential committees—(audit, finance, personnel, by-laws)
   5. Adoption of existing personnel and library policies until time of next review
   6. Hire director, and remainder of existing library staff
   7. Passage of a resolution officially delegating to the director the authority to hire, fire, promote, demote, supervise, and discipline the rest of the library staff
   8. Official adoption of investment and credit card policy
   9. Documents to be authorized and/or signed by new board which include:
      1. Property transfer agreements
      2. Assignment of leases
      3. Assignment of library contracts, if any
      4. Selection and authorization of agreement with financial institution(s) for savings and checking accounts and identify the official signatory for accounts
      5. Consideration and/or decision on a payroll service
      6. Consideration and/or decision on a workers compensation plan carrier
      7. Authorization of a retirement plan provider
      8. Hiring of a library attorney
10. Review steps needed to be taken at first regular meeting of the Superior District Library
    1. Approve minutes of organizational meeting
    2. Approve bills for payment
    3. Authorization for retirement plan, if applicable
    4. Approve remaining committee appointments (i.e. personnel, and policy/by-laws) or as many as needed prior to bylaw review
    5. Approve reciprocal borrowing agreements
    6. Adopt budget
    7. Approve staff holiday dates & director’s discretion to apply them, as several units are in schools—paid holidays are defined in BPL policies
    8. Normal business