

**WHITE PINE LIBRARY COOPERATIVE
BOARD MEETING
Saginaw Valley State University Conference Center
Saginaw, MI
Minutes, October 1, 2025
Approved December 3, 2025**

A White Pine Library Cooperative Board meeting was held on October 1, 2025, at the Saginaw Valley State University Conference Center, Saginaw, MI.

Present: Amy Beckman, Lynne Clark, Nicole Markel, Christian Dunham, Corey Goethe, Ruth Steele, Seth Randall, Amber Hughey, and Tiffany Fiting. Also present was Kate Van Auken.

Excused: Marcy Thompkins

Call to Order: The meeting was called to order at 9:01 am by President Nicole Markel.

Approval of Agenda: Kate Van Auken proposed amending the Agenda so that the Seating of new Board members, Slating of candidates for Officers, and Election would occur before the Approval of Minutes. Amber Hughey moved, and Lynne Clark seconded to approve the Agenda with changes. The motion was carried.

New Board Members: Per White Pine Library Cooperative Bylaws, “Terms of Service shall be three years and run from October 1st through September 30th. Members can serve no more than 2 consecutive terms.” Three Board members who fulfilled their first three-year term decided to serve a second three-year term. Those Board members are: Christian Dunham, Nicole Markel, and Amy Beckman.

The Slate of Candidates for Officers:

A call for nominations for President of the WPLC Board was made. Amber Hughey nominated Nicole Markel. No other nominations were made.

A call for nominations for Vice-President was made, and Amber Hughey self-nominated to be reappointed. No other nominations were made.

A call for nominations was made for Secretary/Treasurer, and Amber Hughey nominated Christian Dunham. No other nominations were made.

Election: The Slate of Officers for the 2025-2026 fiscal year was presented with Nicole Markel as President, Amber Hughey as Vice-President, and Christian Dunham as Secretary/Treasurer of the WPLC Board. The Slate was approved as presented with no members opposed.

Approval of Minutes: Tiffany Fiting moved, and Amber Hughey seconded to approve the August 27, 2025, Board Minutes. The motion was carried.

Treasurer’s Report: The Board reviewed the financial reports and checklists for August 2025. Christian Dunham moved, and Lynne Clark seconded to approve the financial reports and ratify the August 2025 bills. The motion was carried.

Directors Report:

- Audit: Kate is waiting to hear back on dates for the Cooperative audit.
- Succession Plan: Kate mentioned the need for a Cooperative Succession Plan. She is working on a draft and will share it with the Board before the December 3, 2025, meeting so the document can be discussed at that meeting.

Old Business

Employee Handbook: *The Reimbursement for Approved Business Expenses* (4.25 in Employee Handbook) was updated to incorporate the General Services Administration (GSA) per diem rate for meals when traveling for the Cooperative. The policy now reads:

4.25 Reimbursement for Approved Business Expenses

The Cooperative will reimburse employees for reasonable and necessary business expenses that are pre-approved and comply with IRS guidelines. This includes mileage and meal expenses incurred during travel for Cooperative business. Mileage will be reimbursed at the current IRS Standard Mileage Rate, and meals will be reimbursed or paid by the Cooperative based on the General Services Administration (GSA) per diem rates. Alcoholic beverages are not reimbursable. Employees must submit a written pre-approval request to the Director before incurring any expenses.

New Business

- **Meeting dates.** The following meeting dates were proposed for the 2025-2026 fiscal year: Dec.3, Feb. 25, Apr. 22, June 24, Aug. 26, & Sep. 23 (if needed). Lynne Clark moved, and Amber Hughey seconded to approve the 2025-2026 meeting dates. The motion was carried.

Public comments and announcements

There were no public comments or announcements.

Next Meeting: The next meeting will be held on December 3, 2025, after the Advisory Council meeting at Rawson Memorial District Library in Cass City, MI.

Other Important Dates: MLA Annual Conference, October 29 - 31, 2025, in Lansing, MI.

Adjournment: Tiffany Fiting moved, and Seth Randall seconded to adjourn the meeting at 9:38 a.m. The motion was carried.