

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Thursday, May 15, 2014 5:00 pm
Woodlands Office, Albion

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative governing board was called to order at 5:00 pm by President Lydia Blanchard.

Roll Call

Governing Board members present:

William Siarny – Charlotte Community Library
Lydia Blanchard – Delton District Library
Lance Wilkinson – East Lansing Public Library (via telephone)
LeAnne Rumler – Hillsdale Community Library
Heather Albee-Scott – Jackson District Library
Larry Gregory – Monroe County Library System
Victor Hogue – Schultz-Holmes Memorial Library
Anita McCarthy – Waldron District Library

Governing Board members absent:

Erin Harrison – Bellevue Township Library (Excused)

Others present:

Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claunchery – Woodlands Library Cooperative

Agenda

It was moved to approve the agenda as presented. (Moved: Siarny, Second: Rumler. Carried.)

Minutes

It was moved that the minutes of March 27, 2014 be approved as posted. (Moved: Hogue, Second: Siarny. Motion: Carried)

Financial Report

Approve March & April Bills

The March Financial Statement shows income for the year to date of \$182,908.76, and expenses for the period of \$91,264.24, for a total balance income of \$91,644.52. Pass through income for the period was \$46,722.70 and expenses were \$30,437.28, for a total balance of \$107,929.94. The bills for March were \$17,032.80. The April Financial Statement shows income for the year to date of \$193,145.22 and expenses for the period of \$106,527.92, for a total balance income of \$86,617.30. Pass through income for the period was \$46,730.38, and expenses were \$37,374.92, for a total balance of \$95,972.76. The bills for April were \$22,153.47.

It was moved that the March & April financial reports and bills be approved. (Moved: Albee-Scott, Second: Siarny. Motion: Carried.)

Communications

The Woodlands office received newsletters from Jackson District Library and Van Buren District Library. Kate attended Nancy Robertson's (state librarian) Retirement Tea and showed the board the program.

Director's Report

Nancy Robertson, state librarian, has retired and Randy Riley has been hired as Michigan's new state librarian. Mr. Riley will be a guest at Woodlands' June Advisory Council meeting which will take place at the Meijer Branch, Jackson District Library in Jackson. Mr. Riley will also be the guest speaker at the Meijer Branch Grand Opening that evening.

The Small and Rural Librarians Conference was one of the best to date but getting to Mackinaw Island was "an epic adventure" due to the fact that the ice on Lake Huron had not all melted. A lot of Woodlands members were there and they used our mobile training lab as an internet café. The staff at the Library of Michigan did a great job organizing the conference.

Kate met state representative Kate Segal and attended the Calhoun County Legislative Breakfast.

She visited the Hudson Carnegie District Library to discuss a millage rate adjustment, and she spent a day with Grand Ledge Area District Library to help them set up their new web page.

Woodlands sponsored two viewing parties for the *Securing Your Library in Troubling Times* workshop that was held in Lansing. The viewing parties were at Jackson College and Sturgis District Library. Other than a few technical difficulties they seemed to go well.

The MCLS director is working with the Harwood Institute to determine community needs for library services. They are holding meetings to start community conversations about library services and Kate was a note taker at the meeting at Jackson District Library.

Wednesday Kate attended a presentation in Novi about the future of circulation systems and Friday she will attend the MLA workshop *Tech and Trends*.

Kate and Laura both participated in a QuickBooks webinar.

Kate has been talking to the sales rep from Zinio, an online magazine company, trying to secure better pricing. Flipster, a similar online service, is offering a free trial to Woodlands' members.

MLA sent out an email asking libraries for information about their penal fines to be ready in case there was a threat to take them away to repair the roads. This was just a scare and no action is pending at this time.

Personal Property Tax legislation goes to voters in August and they are trying to come up with a simple informational page for the general public about the legislation.

Kate wants to remind everyone about strategic planning on August 21 at the Albion District Library. Member librarians, staff and board members are invited to provide input for this process. The Planning & Evaluation Committee will be surveying members for planning purposes. Our different sized libraries have different needs from the cooperative. The facilitator will produce a final document to use as a plan for cooperative services.

Since the board will be hopefully attending the August meeting it was proposed to cancel the July governing Board meeting. It was moved to cancel the July Governing Board meeting and to act on any impending business in August after the strategic planning event. (Moved: McCarthy, Second: Siarny. Motion: Carried.)

Advisory Council Report

Kate announced she sent a Save-the-Date email to members for the strategic planning event on August 21st.

Committee Reports

Children & Teen Services

The Children & Teen Services Committee plan to offer a Performers Showcase in the fall before summer reading planning takes place for the next year. They are working on a fall workshop.

Continuing Education

The Continuing Education Committee is planning a fall *Ask the Attorney* workshop. They are also planning a Community Outreach and Advocacy workshop.

Personnel Committee

There was no Personnel Committee report for this Governing Board meeting.

Planning & Evaluation

The Planning & Evaluation Committee has not met but Kate plans on getting a draft budget to them next week. Delivery did go up 3% this year but we still don't know what state aid funding for next year will be.

Unfinished Business

There was no Unfinished Business for this governing board meeting.

New Business

eResources Committee

It was proposed that the OverDrive workgroup become an eResources Committee since they are spending cooperative funds for materials and should be reporting to the members at the Advisory Council meetings. The OverDrive workgroup members have volunteered to be the members of a new eResources committee. The Advisory Council recommends to the Governing Board to add an eResources Committee as a permanent standing committee to the Bylaws. It is possible that Woodlands will offer additional eResources as services in the future. It was moved to add an eResources Committee as a permanent standing committee and to amend the Bylaws adding the language below. (Moved: Siarny, Second: Gregory. Motion: Carried.)

ARTICLE XI – COMMITTEES

Section 1 – Membership

(...A through D)

E. eResources Committee

Purpose: to plan and evaluate Cooperative-wide electronic resources, services, and politics and to make recommendations accordingly to the Advisory Council and the Governing Board.

Activities may include but are not limited to:

- In conjunction with the cooperative staff, act as a liaison between the WLC membership and vendors
- Review Cooperative eResources contracts
- Explore and develop new services and submit such ideas and suggestions to the Advisory Council and the Governing Board
- Address such other issues as from time to time may be referred to the committee

Membership for Athens Community Library

The Athens Community Library sent a formal request to the Woodlands office for full membership in the Woodlands Library Cooperative. They passed a formal resolution for membership at their last meeting and have submitted a letter requesting membership along with their board minutes recording their resolution. It was moved to approve the request from Athens Community Library for full membership into the Woodlands Library Cooperative. (Moved: Siarny, Second: Hogue. Motion: Carried.)

Nationwide Retirement Solutions Plan Administrator

In order to remove James Seidl and add Kate as the plan administrator of Woodlands Nationwide Retirement Solutions account, the board must pass a formal request issuing this change. It was moved to remove James Seidl and add Kate Pohjola Andrade as plan administrator of the Woodlands Library Cooperative Nationwide Retirement Solutions account. (Moved: Siarny, Second: Gregory. Motion: Carried.)

Break

The governing board did not take a break.

Monitoring Schedule

Plan of Service

The Plan of Service will be updated after strategic planning in August.

Next Meeting

The next meeting will be August 21, 2014.

Public Participation

There was no public participation for this governing board meeting.

Adjourn

It was moved to adjourn the governing board meeting. (Moved: Siarny, Second: Albee-Scott. Motion: Carried.)

LeAnne Rumler, Woodlands Library Cooperative
Governing Board Secretary/Treasurer