

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Thursday, September 18, 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
Larry Gregory – Monroe County Library System
Victor Hogue – Schultz-Holmes Memorial Library
Anita McCarthy – Waldron District Library

Others present:

Angela Semifero – Personnel Committee Chair, Marshall District Library
Martha Parks – Grand Ledge Area District Library
Lynda Dunn – Marshall District Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Governing Board Members Absent:

Erin Harrison – Bellevue District Library
LeAnne Rumler – Hillsdale Community Library
Heather Albee-Scott – Jackson District Library

Agenda

It was moved to amend the agenda to allow the Personnel Committee Report to be given after the agenda approval. (Moved: Siarny, Second: Gregory. Motion: Carried)

Personnel Committee Report

Angela Semifero (Marshall District Library), Personnel Committee chair, reported that Kate's evaluation was sent to all the members and she received exceptional and above average on all aspects of the evaluation. Angela reported that the committee recommends granting Kate an additional 16 days maternity leave and a 3% raise for fiscal year 2014-15. Kate reported to the committee that Laura's performance was excellent and the committee recommends increasing her salary to \$39,000 for fiscal year 2014-15. It was moved to accept the Personnel Committee's recommendations giving Kate an additional 16 days sick time and a 3% pay increase and to approve a pay increase for Laura for \$39,000. (Moved: Siarny, Second: Anita. Motion: Carried.)

Minutes

It was moved that the minutes of May 15, 2014 be approved as posted. (Moved: Siarny, Second: Gregory, Motion: Carried)

Financial Report

Approve May, June, July & August Bills

The May Financial Statement shows income for the year to date of \$205,558.61, and expenses for the period of \$167,942.91, for a total balance income of \$37,615.70. Pass through income for the period was \$47,078.72 and expenses were \$40,245.65, for a total balance of \$44,448.77. The bills for May were \$65,071.41. The June Financial Statement shows income for the year to date of \$210,391.40, and expenses for the period of \$323,091.88, for a total balance income of -\$112,700.48. Pass through income for the period was \$54,470.41 and expenses were \$40,498.65, for a total balance of -\$98,728.72. The bills for June were \$154,595.07. The July Financial Statement shows income for the year to date of \$366,454.73, and expenses for the period of \$346,511.50, for a total balance income of \$19,943.23. Pass through income for the period was \$56,455.53 and expenses were \$43,073.96, for a total balance of \$33,324.80. The bills for July were \$25,936.06. The August Financial Statement shows income for the year to date of \$507,757.19 and expenses for the period of \$363,168.01, for a total balance income of \$144,589.18. Pass through income for the period was \$57,503.16, and expenses were \$47,024.98, for a total balance of \$155,067.36. The bills for August were \$20,566.97.

It was moved that the May, June, July and August financial report and bills be approved. (Moved: Siarny, Second: Gregory, Motion: Carried.)

Annual Investment Account Interest Report

The interest reported on investments for the FY 2013-14 was \$3,653.35. LeAnne Rumler was not able to attend the meeting therefore the report was signed by Lydia Blanchard, President. It was moved to approve the Investment Account Interest Report in the amount of \$3,653.35. (Moved: Siarny, Second: Wilkinson. Motion: Carried)

Communications

Woodlands received several member library's Newsletters, including Schultz-Holmes Memorial Library, Waldron District Library, Van Buren District Library and Jackson District Library.

Director's Report

Kate attended the Tech Trends workshop and enjoyed the segment on makerspaces and virtual offices.

She will become the Secretary of the Cooperative Director's Association.

There will be a follow up workshop to the *Securing Your Library in Troubling Times* workshop focused on *Media Training for Librarians*. The workshop will be held at the Meijer branch of Jackson District Library on November 6, 2014.

Kate is working on a grant with a sub-group of the cooperative directors from the US Department of Agriculture's Rural Development.

Several of Woodlands libraries had a millage pass including Branch District Library, Hudson Carnegie District Library and Reading Community Library.

Kate attended a MeL Databases workshop at Jackson College which featured early literacy databases.

Kate attended USF beginning training last year and has helped members with their filing obstacles. Two members are considering filing for USF funds for the first time. She plans on attending advanced USF training in November.

The Advisory Council held their June meeting at the newly renovated Jackson District Library Meijer Branch. Randy Riley, new state librarian attended. Kathy Webb and Joe Hamlin, Library of Michigan staff, will attend the Advisory Council's October 9th meeting. The database for filing state aid has changed and they will demo the new site for members.

MLA is creating a Tattooed Librarian calendar as a fund raiser. Kate signed up to participate and she asked the board if they had any objections. No one on the board expressed any concerns with her decision.

Advisory Council Report

Randy Riley, new state librarian, attended Woodlands June Advisory Council meeting and stated that the Library of Michigan will work towards becoming more valuable to Michigan's Public Libraries. Member librarians enjoyed having the Advisory Council meeting at a library and touring the Meijer Branch. Jackson District Library was an excellent host and the cooperative would like to thank Ishwar Laxminarayan, JDL Director, for inviting us to meet at his Meijer Branch.

Committee Reports

Children & Teen Services

The Children & Teen Services Committee chair took a job out of state and the committee has nothing planned at this time.

Continuing Education

The Continuing Education Committee has planned a Book Repair workshop in October, an Advocacy workshop in November and they are working on a Social Media workshop for the spring.

Planning & Evaluation

The Planning & Evaluation Committee worked on getting the draft budget ready. They will meet to review the Strategic Planning document sent to us by Lew Bender and will develop a working plan to modify the Plan of Service, which needs to be filed with the Library of Michigan.

eResources

The eResources Committee is the most active committee as they are the collection selectors for OverDrive. They are looking into other potential eResources to offer members either as a service or at reduced rates.

Unfinished Business

There was no unfinished business for this governing board meeting.

New Business

Approve Lease Renewal

Woodlands lease will expire at the end of September, and because we don't know what our future office model will be, the Homestead Bank has given us a one year extension on our current lease. We will be able to renew our lease next year or if the office goes virtual, we can let the office space go. It was moved to approve a one-year extension on our current lease with Homestead Savings Bank. (Moved: Siarny, Second: Gregory. Motion: Carried.)

2013-14 Budget Adjustments

The following table outlines the 2013-14 budget adjustments that need to be made to bring the line items into a positive balance for the end of the fiscal year. It was moved to approve the budget adjustments as outlined in the table below. (Moved: Siarny, Second: McCarthy. Motion: Carried.)

Account	Description	Original Budget	Decrease	Increase	New Budget
715.00	FICA Taxes	\$6,557		\$700	\$7,257
719.00	Worker's Comp	\$220		\$10	\$230
828.00	Memberships	\$1,400		\$200	\$1,600
958.02	Cont Ed-Staff	\$1,400		\$200	\$1,600
963.00	Bank Fees	\$500		\$85	\$585
999.00	Contingency	\$76,081	\$1,210		\$74,871
Total			\$1,210	\$1,210	

Approve Member Contracts

Forty Eight 2014-2015 Member Contracts were received for approval. The membership contracts outline what services Woodlands provides to members and how the members are to pay for these services. The two Member Contracts not received will need to be approved at the November meeting. It was moved to approve the received 2014-15 member contracts from Woodlands members. (Moved: Hogue, Second: Siarny. Motion: Carried.)

Approve Service Contracts

The service contract amounts were outlined in the Action Item Notes for all the contracts held with member libraries. These contracts include delivery to branch libraries for Monroe County Library System, Van Buren District Library, Branch District Library, Lenawee County Library and Jackson District Library. Also included are contracts to Monroe for Fiscal Services. The Automation Services contract will be reviewed at the November meeting.

It was moved to approve the delivery contracts for Branch District Library, Lenawee County Library, Jackson District Library and Van Buren District Library. (Moved: Siarny, Second: Wilkinson. Motion: Carried.)

It was moved to approve the delivery and Fiscal Services contract for Monroe County Library System. (Moved: McCarthy Second: Hogue. Abstain: Gregory. Motion: Carried.)

Approve 2014-15 Budget

The Planning & Evaluation Committee developed a draft budget and the Advisory Council recommends the approval of that budget to the Governing Board. It was moved to approve the 2014-15 budget as presented. (Moved: Siarny, Second: Wilkinson. Roll Call Vote: Yeas: 6, Nays: 0. Motion: Carried.)

Approve 2014-15 Calendar for Governing Board Meetings

It was moved to approve the meeting dates and times as listed in the handout provided. (Moved: Gregory, Second: Wilkinson. Motion: Carried.)

Break

The Board took a break and enjoyed cake in honor of Lydia and Victor's last meeting.

Election of Officers

Lydia Blanchard, who holds the office of President, will not be returning to the board. The terms of office are from October 1 – September 30.

President: Larry Gregory nominated William Siarny as President, Wilkinson supported. Motion: Carried. William Siarny accepted the term as President.

Vice-President: Lance Wilkinson volunteered to act as Vice-President. Hogue moved nominations be closed, Siarny supported. Motion: Carried. Lance Wilkinson accepted the term as Vice-President.

Secretary/Treasurer: William Siarny nominated Larry Gregory as Secretary/Treasurer, Hogue supported. Larry Gregory accepted the term as Secretary/Treasurer.

Governing Board members who volunteered last year to serve on the Personnel Committee from October 2013 – September 2015 are Larry Gregory, Lance Wilkinson and William Siarny.

Honor Board Retirees

Kate thanked Lydia Blanchard (Delton District Library), who served as President and Vice-President, and Victor Hogue (Schultz-Holmes Memorial Library) for their dedicated service to the Woodlands Library Cooperative during their board term. Certificates of Appreciation and their name plates were given to Lydia and Victor. Monroe County Library System has reappointed Larry Gregory for another three year term as representative for Monroe. Kate especially thanked Larry Gregory for serving on Woodlands Board for 14 years. His experience and commitment is invaluable to the Woodlands Board.

Kate welcomed Martha Parks, Grand Ledge Area District Library and Lynda Dunn, Marshall District Library, who are Woodlands two new board members for 2014-17.

Monitoring Schedule

Personnel & Contracts

Personnel and Contracts were discussed earlier in the meeting.

Next meeting

The next governing board meeting will be November 20, 2014 at the WLC office in Albion at 5:00 pm.

Public Participation

There was no public participation for this governing board meeting.

Adjourn

It was moved to adjourn the meeting. (Moved: Gregory, Second: Siarny. Motion: Carried.)

Laurence Gregory, Woodlands Library Cooperative
Governing Board Incoming Secretary/Treasurer