

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Tuesday, November 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 5:06 pm by Vice President Lance Wilkinson.

Roll Call

Governing Board members present:

Lance Wilkinson – East Lansing Public Library
Martha Parks – Grand Ledge Area District Library
LeAnne Rumler – Hillsdale Community Library
Heather Albee-Scott – Jackson District Library
Lynda Dunn – Marshall District Library
Larry Gregory – Monroe County Library System
Anita McCarthy – Waldron District Library

Governing Board members absent:

Erin Harrison – Bellevue Township Library (excused)
William Siarny – Charlotte Community Library (excused)

Others present:

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

Review & Approve 2013-14 Audit

Deb Sabo, from Cooley Hehl Wohlgamuth & Carleton, joined the meeting via conference call to discuss the audit. She reported that there were no material weaknesses regarding the audit and that Monroe and Woodlands staffs are very organized and cooperate well. It was moved to accept the 2013-14 audit as presented. (Moved: Rumler, Second: Gregory. Motion: Carried.)

Agenda

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

Minutes

It was moved that the minutes of September 18, 2014 be approved as posted. (Moved: McCarthy, Second: Rumler. Motion: Carried)

Financial Report

Approve September & October Bills

The September Financial Statement shows income for the year to date of \$507,836.82, and expenses for the period of \$373,521.83, for a total balance income of \$134,314.99. Pass through income for the period was \$57,891.30 and expenses were \$44,258.85, for a total balance of \$140,444.32. The bills for September were \$16,134.02. The October Financial Statement shows income for the year to date of \$2,110.89 and expenses for the period of \$15,965.53, for a total balance income of -\$13,854.64. Pass through income for the period was \$7,041.47, and expenses were \$7,283.57, for a total balance of -\$14,096.74. The bills for October were \$65,071.41.

It was moved that the September financial reports and bills be approved. (Moved: Albee-Scott, Second: Rumler. Motion: Carried.)

It was moved that the October financial reports and bills be approved. (Moved: McCarthy, Second: Rumler. Motion: Carried.)

Communications

The Woodlands office received a newsletter from Jackson District Library and Tecumseh District Library's Annual Report.

Director's Report

Kate announced she is a MLA Leadership Academy graduate and she reported that it was a very beneficial experience.

Woodlands hosted a Hands-On Book Repair workshop and had 15 people attend. There was no cost to the cooperative for this workshop and members got to take sample book repair supplies back to their library.

Kate attended the Broadband Summit which provided a lot of great content and outlined opportunities in Michigan. Several counties in Woodlands service area have poor broadband coverage.

Thursday Kate will attend the Advanced E-Rate training in Lansing. E-Rate will phase out telephone reimbursements but increase priority 2 coverage, i.e. broadband costs.

Library penal fine income in St. Joseph County is down and the librarians have a meeting scheduled with a local judge to discuss the problem.

Kate will be helping two member library boards hire new directors. Brenda Harrison, Bellevue Township Library, and Sandy Porter, Eaton Rapids Public Library, have announced their retirement.

The Meijer Branch of Jackson District Library hosted the Media Coaching workshop, planned by the Cooperative Director's Association, Library of Michigan, and Midwest Collaboration for Library Services (MCLS). They had 60 attendees total, many of them Woodlands members.

Kathy Webb & Joe Hamlin from the Library of Michigan were guest speakers at the October Advisory Council meeting. They came to preview the new state aid reporting software and to answer questions. Staff at the Library of Michigan are being encouraged to reach out to the library community.

The morning of the December Advisory Council meeting, a CoLibri sales rep will give a demonstration of their book covering system.

Advisory Council Report

The Advisory Council minutes are posted on Woodlands web site.

Committee Reports

Children & Teen Services

The Children & Teen Services committee has a new chair and they met at the Jackson District Library Parma Branch. The committee surveyed Woodlands members and they indicated they were not interested in a Performer Showcase, but would like more webinars. Shauna Swantek, Putnam District Library, will be hosting a Lego Club Round Table Discussion in January.

Continuing Education

The Continuing Education committee will host a workshop on Outreach & Advocacy at the Marshall District Library tomorrow. This workshop will cover how to work with legislators, and the impact of Canton Public Library winning the LibraryAware Award on their library service.

Personnel Committee

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

Planning & Evaluation

The Planning & Evaluation committee will meet December 4th to discuss the results of the strategic planning. They will use this information to update Woodlands Plan of Service.

eResources

The eResources committee is the most active committee. At the October Advisory Council meeting the committee proposed to the members an increase per capita material fee for OverDrive for participating members and to use \$12,000 of cooperative funds to purchase additional materials. Both recommendations were approved.

Unfinished Business

There was no Unfinished Business for this governing board meeting.

New Business

Budget Adjustments

Several budget adjustments need to be approved including reducing the income from Associate Membership to reflect the decreasing membership due to school budget cuts, and increase personnel costs associated with pay increases approved in September. It was moved to approve the budget adjustments below. (Moved: Gregory, Second: Rumler. Motion: Carried.)

Account	Description	Original Budget	Decrease	Decrease	New Budget
607.00	Associate Members	\$2,225	\$125		\$2,100
999.00	Contingency	\$154,394		\$125	\$154,269
Total			\$125	\$125	

Account	Description	Original Budget	Decrease	Increase	New Budget
707.00	Salary, Staff	\$36,771		\$2,229	\$39,000
715.00	FICA Taxes	\$7,476		\$170	\$7,646
718.00	Retirement	\$8,827		\$223	\$9,050
719.00	Worker's Comp	\$220		\$6	\$226
812.00	Overdrive	\$0		\$12,000	\$12,000
999.00	Contingency	\$154,269	\$14,628		\$139,641
Total			\$14,628	\$14,628	

Approve Member Contracts

The remaining 2014-15 Membership contracts from Marshall District Library and Branch District Library were received and approved. It was moved to approve the 2014-15 member contracts from Marshall District Library and Branch District Library. (Moved: Rumler, Second: McCarthy. Motion: Carried.)

Volunteer for Personnel Committee

Bill Siarny was on the Personnel Committee, but as new Governing Board President he is automatically on the committee leaving an opening. Anita McCarthy volunteered to fill the vacancy.

Bank ACH & Whistleblower Policies

Drafts of a Bank ACH Policy and a Whistleblower Policy were distributed to the board and will be discussed at the January meeting.

Bank Signature Resolutions

Woodlands needs to update our Bank Signature Resolutions for accounts held at Chemical Bank, Homestead Savings Bank and First Merit Bank due to new board officers. It was moved to approve Bank Signature Resolutions for new signatures. (Moved: McCarthy, Second: Albee-Scott. Motion: Carried.)

Break

The governing board did not take a break.

Next Meeting

The next meeting will be January 15, 2014.

Public Participation

There was no public participation for this governing board meeting.

Adjourn

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

Larry Gregory, Woodlands Library Cooperative
Governing Board Secretary/Treasurer