

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Thursday, January 15, 2015 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 William Siarny.

Roll Call

Governing Board members present:

Erin Harrison – Bellevue Township Library
William Siarny – Charlotte Community Library
Lance Wilkinson – East Lansing Public 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:

Martha Parks – Grand Ledge Area District Library

Others present:

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

Agenda

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

Minutes

It was moved that the minutes of November 18, 2015 be approved as posted. (Moved: Gregory, Second: Harrison. Motion: Carried)

Financial Report

Approve November & December Bills

The November Financial Statement shows income for the year to date of \$2,453.08, and expenses for the period of \$26,647.96, for a total balance income of -\$24,194.88. Pass through income for the period was \$7,051.59 and expenses were \$9,587.50, for a total balance of -\$26,730.79. The bills for November were \$12,873.42. The December Financial Statement shows income for the year to date of \$127,691.57 and expenses for the period of \$49,998.09, for a total balance income of \$77,693.48. Pass through income for the period was \$8,530.65, and expenses were \$14,479.41, for a total balance of \$71,744.72. The bills for December were \$27,515.09.

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

Communications

Kate shared the newsletters from Van Buren District Library, Branch District Library and Jackson District Library.

Director's Report

Kate reported that the Advisory Council meeting was held in December. Prior to the meeting the sales representative from CoLibri Book Covering System provided a demonstration, and is offering a discount of their product for interested members. The Stair Public Library became a district library at the beginning of January and is now Stair District Library. We have new directors at Eaton Rapids Public Library and Reading Community Library. Brenda Harrison, the director at Bellevue Township Library plans on retiring in March. Kate has been answering a lot of questions from these libraries about hiring a new director. Kate has been working remotely since the end of December and it is working out well.

Advisory Council Report

The Advisory Council minutes are posted on Woodlands website.

Committee Reports

Children & Teen Services

The Children and Teen Services committee has a new chair, Cory Grimminck (Portland District Library), and she has pulled the committee together. They plan on publishing a newsletter for Youth librarians.

During Strategic Planning, an additional service to our membership included encouraging subject-specific interest groups to develop as needed. On January 22, the Lego Club Roundtable, a member-driven group, run by staff at the Putnam District Library and supported by Woodlands will hold their first meeting. The group is designed for libraries who are offering, or would like to offer, a Lego Club and Lego programming for their patrons.

Continuing Education

The Continuing Education Committee has no workshops planned at this time. Because of our libraries differing needs, another special interest group we have been discussing is an IT Support Group, but no definite plans have been established.

Personnel Committee

There was no Personnel Committee report for this Governing Board meeting. Kate mentioned that after her maternity leave ends, she and the Personnel Committee will be updating her goals and objectives for the year.

Planning & Evaluation

The Planning & Evaluation Committee met in December to discuss the strategic plan results. Kate is tasked with taking the information provided by our strategic plan facilitator and to form it into a working document for the committee to review.

eResources

The eResources Committee is still actively coordinating the Woodlands Downloadable Library (OverDrive) by ordering materials and reviewing service enhancements. Albion District Library left our OverDrive group, and Athens Community Library is considering joining. Kate received a quote from ProQuest for Ancestry.com and might be able to offer our members a discount. Several libraries participated in a trial of Lynda.com, an online learning tool, and thought it could be a beneficial service.

Unfinished Business

Bank ACH & Whistleblower Policies

Drafts of a Bank ACH Policy and a Whistleblower Policy were distributed to the board at the December meeting. Kate thanked LeAnne Rumler for the valuable input she gave in clarifying the drafts. It was moved to approve the Bank ACH Policy and the Whistleblower Policy as presented. (Moved: Wilkinson, Second: Gregory. Motion: Carried.)

New Business

Approve Monroe County Library System Automation Service Contract

It was moved to approve the 2014-15 Automation Contract with Monroe County Library System for services as outlined in the contract. (Moved: Rumler, Second: Wilkinson. Abstain: Gregory. Motion: Carried.)

Break

The governing board did not take a break.

Next Meeting

The next meeting will be March 19, 2015.

Public Participation

There was no public participation for this governing board meeting.

Adjourn

It was moved to adjourn the Governing Board meeting. (Moved: Albee-Scott, Second: McCarthy. Motion: Carried.)

Larry Gregory, Woodlands Library Cooperative
Governing Board Secretary/Treasurer