

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Tuesday, March 19, 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:

William Siarny – Charlotte Community Library  
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)

Others present:

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

**Agenda**

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

**Minutes**

It was moved that the minutes of January 15, 2015 be approved as posted. (Moved: Gregory, Second: Albee-Scott. Motion: Carried)

**Financial Report**

**Approve January & February Bills**

The January Financial Statement shows income for the year to date of \$127,855.87, and expenses for the period of \$74,683.07, for a total balance income of \$53,172.80. Pass through income for the period was \$32,037.45 and expenses were \$21,250.99, for a total balance of \$63,959.26. The bills for January were \$31,421.36. The February Financial Statement shows income for the year to date of \$127,878.77 and expenses for the period of \$89,576.27, for a total balance income of \$38,302.50. Pass through income for the period was \$32,047.57, and expenses were \$22,166.91, for a total balance of \$48,183.16. The bills for February were \$15,769.84.

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

The Library of Michigan has not finished processing indirect state aid so the cooperative has not received any of these funds yet.

**Communications**

Kate shared newsletters from Waldron District Library, Schultz-Holmes Memorial Library and Jackson District Library.

**Director's Report**

Kate is still on maternity leave until April 5<sup>th</sup> but has been answering member questions and providing office support when needed.

Kate will be attending National Library Legislative Day in Washington D.C. in May. She would like to attend to represent the cooperative, promote library service on the national level, and also to see if she should recommend attending Legislative Day to Woodlands members in the future.

FOIA (Freedom of Information Act) will have some major changes this summer and Kate plans on attending a workshop about the changes at Delta Township District Library on April 21. This workshop is open to everyone and registration is \$10.00.

**Advisory Council Report**

The Advisory Council did not meet in February.

**Committee Reports**

**Children & Teen Services**

The Children & Teen Services Committee produced a newsletter that was distributed electronically to interested members. The committee met and are planning a fall workshop on maker spaces.

### **Continuing Education**

The Continuing Education Committee had a fall workshop on Advocacy that went well and are planning a workshop on social media. Woodlands wanted to host a viewing party on web redesign but the viewing party option was not available for this workshop.

### **Personnel Committee**

The Governing Board members were sent a copy of Kate's director employment contract in their packet for review. It was moved to approve the Director's Contract for Kate Pohjola Andrade for fiscal year 2014-15. (Moved: McCarthy. Second: Albee-Scott. Motion: Carried.)

### **Planning & Evaluation**

Kate will prepare a draft of the recommended Plan of Service changes when she is back from maternity leave. She will distribute the draft to the Planning & Evaluation Committee for review, which will then go to the April Advisory Council meeting. The Plan of Service changes will be recommended to the Governing Board at the May meeting.

### **eResources**

The eResources Committee will meet tomorrow to discuss the OverDrive and Ancestry online resources. Kate has been working with Ancestry to provide our members with a cost effective model. The committee will elect a new chair and discuss the options for renewing the contract with OverDrive that expires in December.

### **Break**

The governing board took a 10 minute break and presented Kate with a gift for her baby.

### **Unfinished Business**

There was no unfinished business at this Governing Board meeting.

### **New Business**

Several budget adjustments were reviewed and approved, including increasing medical insurance by \$5,000 to include health insurance coverage for Kate's family, and to provide \$400 for dental insurance for Kate (in accordance with the approved contract). The budget adjustments were review and it was moved to approve the budget adjustments as discussed. (Moved: Rumler, Second: Albee-Scott. Motion: Carried.)

Account	Item	Original Budget	Increase	Decrease	New Budget
716.01	Medical Insurance	\$6,000	\$5,000		\$11,000
722.00	Dental Insurance	\$0	\$400		\$400
999.00	Contingency	\$139,641		\$5,400	\$134,241
	Totals		\$5,400	\$5,400	

### **Next Meeting**

The next meeting will be May 21, 2015.

### **Public Participation**

There was no public participation for this governing board meeting.

### **Adjourn**

It was moved to adjourn the Governing Board meeting at 5:45 pm. (Moved: Albee-Scott, Second: McCarthy. Motion: Carried.)

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Larry Gregory, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer