

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Tuesday, July 16, 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  
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)  
Martha Parks – Grand Ledge Area District Library  
LeAnne Rumler – Hillsdale Community 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: Gregory, Second: Albee-Scott. Carried.)

**Minutes**

It was moved that the minutes of May 21, 2015 be approved as posted. (Moved: McCarthy, Second: Dunn. Motion: Carried)

**Financial Report**

**Approve May & June Bills**

The May Financial Statement shows income for the year to date of \$247,820.25, and expenses for the period of \$209,893.78, for a total balance income of \$37,926.47. Pass through income for the period was \$43,743.06 and expenses were \$38,439.19, for a total balance of \$43,230.34. The bills for May were \$101,920.88. The June Financial Statement shows income for the year to date of \$247,839.86 and expenses for the period of \$329,930.90, for a total balance income of -\$82,091.04. Pass through income for the period was \$43,842.18, and expenses were \$43,626.54, for a total balance of -\$81,875.40. The bills for June were \$124,379.95.

It was moved that the May and June financial reports and bills be approved. (Moved: Dunn, Second: Wilkinson. Motion: Carried.)

The Cooperative office expects the final direct state aid payment for this fiscal year to arrive soon. We will bill members for their final state aid as soon as the Library of Michigan informs us of the amounts paid.

**Budget Adjustment**

Two laptops were purchased at a discount to upgrade staff computers. The 979.00 Office Equipment line item needs to be increased to cover the cost of the laptops. It was moved to approve the increase to 979.00 Office Equipment and to decrease 999.00 Contingency to cover the expense of upgrading staff computers. (Moved: McCarthy, Second: Albee-Scott. Motion: Carried.)

Account	Item	Original Budget	Increase	Decrease	New Budget
979.00	Office Equipment	\$1,000	\$1,500		\$2,500
999.00	Contingency	\$93,708.00		\$1,500	\$92,208
	Totals		\$1,500	\$1,500	

### **Communications**

Kate shared the Jackson District Library newsletter, and Van Buren District Library's Annual Report.

### **Director's Report**

Kate presented an orientation to the Schoolcraft Community Library Board.

She attended a Midwest Collaborative for Library Services workshop at the Marshall District Library on MeL and RIDES processes and issues.

Kate's MLA board term ended and she is requesting input from the Woodlands' Board and members about where they want her to focus her energies. She is currently the Secretary of the Cooperative Director's Association.

### **Advisory Council Report**

The Advisory Council had a small turn-out. The minutes from the June Advisory Council meeting were distributed.

### **Committee Reports**

Committees will renew in October and we hope to get improved participation.

#### **Children & Teen Services**

The Children & Teen Services Committee has 70 subscribers for their newsletter. The committee met and are planning a fall workshop on maker spaces and a winter webinar on legal issues involving children in the library.

#### **Continuing Education**

The Continuing Education Committee has no chair at this time and the committee has not been active.

#### **Personnel Committee**

Personnel Committee chair, Angela Semifero, will be sending out Kate's annual evaluation soon. Please respond to the evaluation questions.

#### **Planning & Evaluation**

The Planning & Evaluation committee met in person and reviewed the draft 2015-16 budget, the Strategic Plan and updates to the Plan of Service that Kate has created. They recommended conducting member surveys as outlined in the strategic plan and to develop a timeline to convert to a virtual office.

#### **eResources**

Woodlands Downloadable Library received a donation from a member library patron to purchase OverDrive materials to share with the entire group. If members wanted to promote this type of donation to their patrons it could potentially be a new revenue source. The Cooperative is sending an eResources committee member to Digipalooza, the OverDrive Annual Conference. She will attend on behalf of the Committee and will come back and report on what she learns.

### **Break**

The Governing Board did not take a break.

### **Unfinished Business**

There was no unfinished business at this Governing Board meeting.

### **New Business**

#### **Ameriprise**

Ameriprise has stopped offering the Money Purchase Plan we have been participating in for retirement, and to keep a similar plan would require us to move to a different company. Woodlands' Ameriprise Advisor met with Kate and Laura and recommended switching to a SEP plan. It was moved to approve the change from the Ameriprise Money Purchase Plan to the Ameriprise SEP Plan for the employee retirement benefit. (Moved: McCarthy, Second: Dunn. Motion: Carried.)

### **Audit Contract**

Woodlands received a new three-year audit contract from Deb Sabo of CPA firm Cooley Hehl Wohlgamuth & Carlton, PLLC. Deb also conducts the audit for Monroe County Library System, and she understands how the two entities work together. It was moved to approve the three-year audit contract as proposed: 2015 \$4,900, 2016 \$5,000, and 2017 \$5,100. (Moved: Wilkinson, Second: Albee-Scott. Motion: Carried.)

### **Honor Retiring Board Member**

This is Lance Wilkinson's (East Lansing Public Library) last meeting. He will not be able to attend the September meeting when we will recognize the other two board members who are leaving. Kate thanked Lance for all his hard work, especially during the process of hiring a new director.

### **Next Meeting**

The next meeting will be September 17, 2015. This will be our annual meeting and we will have a full agenda that evening.

### **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: Gregory. Motion: Carried.)

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Larry Gregory, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer