

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Thursday, September 17, 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 Bill Siarny.

Roll Call

Governing Board members present:

Erin Harrison – Bellevue District Library
William Siarny – Charlotte Community Library
Martha Parks – Grand Ledge Area District Library
Heather Albee-Scott – Jackson District Library
Larry Gregory – Monroe County Library System
Anita McCarthy – Waldron District Library

Others present:

Angela Semifero – Personnel Committee Chair, Marshall District Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Governing Board Members Absent:

Lance Wilkinson – East Lansing Public Library
LeAnne Rumler – Hillsdale Community Library
Lynda Dunn – Marshall District Library

Agenda

It was moved to amend the agenda to allow the Personnel Committee Report to be given after the agenda approval. (Moved: Gregory, Second: Albee-Scott. 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 most aspects of the evaluation. This year Kate developed a Strategic Plan, Plan of Service, secured discounts for members for Ancestry.com, and gave a Visioning Presentation to the Marshall District Library board. She feels that Woodlands might need to increase communication to members. Angela reported that the Personnel committee recommends increasing Kate's annual wages to \$57,000 and Laura's annual wages to \$41,000. It was moved to accept the Personnel Committee's recommendations of annual pay increases for Kate and Laura. (Moved: McCarthy, Second: Parks. Motion: Carried.)

Minutes

It was moved that the minutes of July 16, 2015 be approved as posted. (Moved: McCarthy, Second: Albee-Scott, Motion: Carried)

Financial Report

Woodlands has switched to QuickBooks online for our accounting software. The Reports feature in the online version does not produce the same quality reports as previously used so the Woodlands staff will be experimenting with our options to produce reports suitable for the board.

The board believes that it is beneficial to the cooperative to maintain our current fund balance in order to protect current services against future assaults on cooperative funding.

Approve July & August Bills

The July Financial Statement shows income for the year to date of \$378,504, and expenses for the period of \$364,757, for a total balance income of \$13,747. Pass through income for the period was \$57,366 and expenses were \$51,174, for a total balance of \$19,939. The bills for July were \$42,336. The August Financial Statement shows income for the year to date of \$503,780 and expenses for the period of \$416,436, for a total balance income of \$87,344. Pass through income for the period was \$57,480, and expenses were \$60,713, for a total balance of \$84,111. The bills for August were \$48,557.

It was moved that the July and August financial report and bills be approved. (Moved: Albee-Scott, Second: Gregory, Motion: Carried.)

2014-15 Budget Adjustments

The following table outlines the 2014-15 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: Albee-Scott, Second: Harrison. Motion: Carried.)

| Account | Item | Original Budget | Increase | Decrease | New Budget |
|---------|----------------------|-----------------|----------|----------|------------|
| 718.00 | Retirement | \$9,050 | \$25 | | \$9,075 |
| 719.00 | Worker's Comp | \$226 | \$24 | | \$250 |
| 723.00 | Long-Term Disability | \$360 | \$15 | | \$375 |
| 809.00 | Delivery Statewide | \$107,000 | \$3,000 | | \$110,000 |
| 828.00 | Memberships | \$1,690 | \$210 | | \$1,900 |
| 828.01 | Membership Dues | 0 | \$24,000 | | \$24,000 |
| 830.00 | Library Grants | 0 | \$50,000 | | \$50,000 |
| 852.01 | Office Telephone | \$980 | \$270 | | \$1,250 |
| 979.00 | Office Equipment | \$1,299 | \$1,500 | | \$2,799 |
| 982.07 | Software | \$1,275 | \$225 | | \$1,500 |
| 999.00 | Contingency | \$93,708.00 | | \$79,269 | \$14,439 |
| | | | | | |
| Totals | | | \$79,269 | \$79,269 | |
| | | | | | |

Annual Investment Account Interest Report

The interest reported on investments for the FY 2014-15 was \$1,644.12. It was moved to approve the Investment Account Interest Report in the amount of \$1,644.12. (Moved: McCarthy, Second: Harrison. Motion: Carried)

Communications

Woodlands received several newsletters from members including Jackson District Library, Jonesville District Library, and we also received Van Buren District Library's newsletter and 2014 Annual Report.

Director's Report

Five of Michigan's library cooperatives are collaborating with Wayne State to provide work force development scholarships for library staff to further their education to earn a MLS. Staff at Branch District Library is taking advantage of this scholarship opportunity.

Kate gave a presentation at New Director's workshop in Lansing on Director and Board Relationships. Participants said she gave an informative presentation. Several of Woodlands new librarians attended.

Kate continues to meet with members and their boards and has attended several regional meetings of Woodlands members.

She attended a board meeting at Branch District Library to talk to them about hiring a new director.

The Cooperative Directors are developing a strategic plan to identify services to stay relevant to members and to not duplicate services.

Kate will be attending the Harwood Institute workshop in October, which works with communities to focus outward. Kate's "community" is members.

Advisory Council Report

Libraries continue to express their opinion that "What's Happening in Your Library?" is the best part of council meetings. During these reports members learn from each other.

Committee Reports

New committees will be forming in October. Woodlands is hoping to see an increase in committee activity.

Children & Teen Services

The Children & Teen Services committee produces a bi-monthly newsletter which is delivered electronically to anyone who is interested.

Continuing Education

The Continuing Education committee has not had a chair and the committee has been idle.

Planning & Evaluation

The Planning & Evaluation committee activity will be discussed under New Business.

eResources

The eResources committee is a very active committee and will meet on October 9th. They are responsible for ordering OverDrive titles and have helped initiate several of Woodlands members joining Ancestry.com this year. There is cooperative wide interest in digital magazines but a vendor has not been found who can offer a good discount for members. Committee members have been helping members get OverDrive MARC records loaded into their circulation systems.

Unfinished Business

There was no unfinished business for this governing board meeting.

New Business**Approve 2015-16 Calendar for Governing Board Meetings**

The Governing Board meets on the third Thursday of January, March, May, July, September and November at 5:00 pm. It was moved to approve the meeting dates and times as listed in the handout provided. (Moved: Albee-Scott, Second: Gregory. Motion: Carried.)

Approve Member Contracts

Forty Nine 2015-2016 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 Member Contract not received will need to be approved at the November

meeting. It was moved to approve the received 2015-16 member contracts from Woodlands members. (Moved: Albee-Scott, Second: Harrison. 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 County Library System for Fiscal Services and Automation Services.

It was moved to approve the delivery contract for Jackson District Library. (Moved: McCarthy, Second: Harrison. Abstain: Albee-Scott. Motion: Carried.)

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

It was moved to approve the delivery contracts for Branch District Library, Lenawee County Library, and Van Buren District Library. (Moved: Albee-Scott, Second: Harrison. Motion: Carried.)

Approve Strategic Plan

The Strategic Plan was developed from input at the Strategic Planning event in August 2014. The proposed Strategic Plan goes through 2020 and is recommended to the Governing Board by the Advisory Council. Kate will use the plan to develop her yearly Goals. The planning session specified the need for surveying members in several areas of service. It was moved to approve the Strategic Plan as presented. (Moved: Parks, Second: Harrison. Motion: Carried.)

Approve Plan of Service

The changes in the proposed Plan of Service are mostly formatting changes. Kate updated the Appendices to include Governing Board rotation, a map of the cooperative, and member library statistics. The approved Plan of Service will be sent to the Library of Michigan which they require to have on file. It was moved to approve the updated Plan of Service and to file it with the Library of Michigan. (Moved: McCarthy, Second: Gregory. Motion: Carried.)

Approve Virtual Office Timeline

Kate has been working mostly remotely since January. Woodlands staff has been implementing changes in procedures to accommodate working virtually. Permanent files will be stored at a member library. Woodlands will maintain the office space until December during a three month trial period. It was moved to approve the timeline as presented in switching to a virtual office. (Motion: McCarthy, Second: Harrison. Motion: Carried.)

Approve 2015-16 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 2015-16 budget as presented. (Moved: Albee-Scott, Second: Harrison. Motion: Carried.)

Break

The Board did not take a break.

Election of Officers

The terms of office are from October 1 – September 30.

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

Vice-President: Anita McCarthy nominate Heather Albee-Scott for Vice-President, Harrison supported. Motion: Carried. Heather Albee-Scott accepted the term as Vice-President.

Secretary/Treasurer: Anita McCarthy nominated Larry Gregory as Secretary/Treasurer, Albee-Scott supported. Larry Gregory accepted the term as Secretary/Treasurer.

Governing Board members who volunteered to serve on the Personnel Committee from October 2015 – September 2017 are Anita McCarthy, Martha Parks, and Heather Albee-Scott.

Honor Board Retirees

Kate thanked Erin Harrison (Bellevue Township Library), who served as Vice-President, for her dedicated service to the Woodlands Library Cooperative during her board term. Erin received a Certificate of Appreciation. Lance Wilkinson (East Lansing Public Library) and LeAnne Rumler (Hillsdale Community Library) will also leave the Board but were not able to attend this meeting.

Kate welcomed Anne Good, Burr Oak Township Library, who will serve on Woodlands Governing Board with two other new board members for 2014-17. Kate will provide incoming board members with a board orientation.

Next meeting

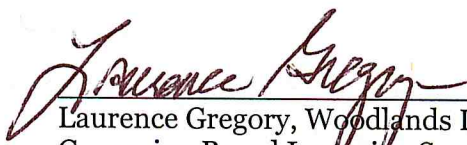
The next governing board meeting will be November 19, 2015 at the WLC office in Albion at 5:00 pm.

Public Participation

There was no public participation for this governing board meeting.

Adjourn

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



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