

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Thursday, November 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 Bill Siarny.

**Roll Call**

Governing Board members present:

Anne Good – Burr Oak Township Library  
William Siarny – Charlotte Community Library  
Carol Walker – Delta Township District Library  
Lynda Dunn – Marshall District Library  
Jane Poczatek – Tecumseh District Library  
Anita McCarthy – Waldron District Library

Others present:

Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claunchery - Woodlands Library Cooperative

Governing Board Members Absent:

Martha Parks – Grand Ledge Area District Library  
Heather Albee-Scott – Jackson District Library (excused)  
Larry Gregory – Monroe County Library System (excused)

**Agenda**

It was moved to approve the agenda as presented. (Moved: McCarthy, Second: Good. Motion: Carried)

**Review & Approve 2014-15 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 cooperative. It was moved to accept the 2014-15 audit as presented. (Moved: Walker, Second: McCarthy. Motion: Carried.)

**Minutes**

It was moved that the minutes of September 17, 2015 be approved as posted. (Moved: McCarthy, Second: Good, Motion: Carried)

**Financial Report**

**Approve September & October Bills**

The September Financial Statement shows income for the year as \$503,800.44, and expenses as \$462,627.64, for a total year-end balance income of \$41,172.80. Pass through income for the year was \$63,584.67 and expenses were \$64,218.01, for a total year-end balance of \$40,539.46. The bills for September were \$49,696.03. The October Financial Statement shows income for the month of \$2,100.45 and expenses of \$16,001.70, for a total balance income of -\$13,901.25. Pass through income for October was \$10,898.36, and expenses were \$6,875.71, for a total balance of -\$9,878.60. The bills for October were \$22,877.41.

It was moved that the September and October financial reports be placed on file. (Moved: Good, Second: McCarthy, Motion: Carried.)

### **Communications**

Woodlands received several newsletters from members including Jackson District Library and Waldron District Library. Jackson District Library received a Citation of Excellence at the Michigan Library Association Conference for outstanding customer service. Kate also receives several newsletters from members. The office also received several thank you notes for the \$1,000 mini grants that were provided to members.

### **Director's Report**

The Library of Michigan purchased access for Michigan libraries, Trustees and Friends to the online information tool United for Libraries. There are many training options available on this web site that board members can utilize.

Woodlands distributed 49 \$1,000 mini grants to members. Now that Kate has the audit information for last year we can determine the amount of mini grants offered to members this year. We will also be reimbursing for professional memberships again this year for members but will not limit it to Michigan Library Association at the request of members.

Kate is working with Albion District Library for a mileage increase next year.

Kate organized a statewide group purchase of Labor Law poster sets for 76 libraries in Michigan decreasing the cost from \$50.00 per set to \$24.00.

The eResources Committee chair, Tom Moore (Delta Township District Library), was granted the Spirit of Woodlands Award at the eResources committee meeting in October for outstanding service to the Woodlands Library Cooperative. Tom has gone above and beyond to successfully lead this committee, which purchases all of the OverDrive titles and has been investigating other online resources.

Kate visited Mendon Township Library and helped them set up a new email account. She also visited the new director at Bellevue Township Library, conducted Strategic Planning for White Pigeon Township Library, and talked to the Camden Township Board about exploring the option of moving to a district library.

Kate attended the Harwood Institute Innovator's Lab, which trains participants on leading with a community approach. She received a stipend from a Library of Michigan grant to help cover the cost of attendance.

Our Homestead lease extension was signed which extends our lease to December 31, 2015. We are on track to close the office at the end of December.

The council recommended we hold our annual Holiday potluck again this year so our December council meeting will be held at the Albion District Library at 1:00 pm, with the holiday pot luck starting at 12:00 pm.

Kate attended the MAME preconference and learned that student achievement is better if school libraries are staffed by professional school librarians.

### **Advisory Council Report**

The Advisory Council minutes were distributed to the board at this meeting and they are also available online.

### **Committee Reports**

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

The Children & Teen Services committee is moving their newsletter to a web based version.

#### **Continuing Education**

The Continuing Education committee has a new chair, Angela Semifero (Marshall District Library). The committee needs to meet to plan programming.

**Personnel Committee**

The new Personnel Committee chair is Kristin Shelley, East Lansing Public Library. There are no current tasks for the committee, who usually only meet to review the director’s evaluation in September.

**Planning & Evaluation**

The new chair of the Planning & Evaluation committee is Ryan Wieber, Van Buren District Library. The committee will meet in the spring to evaluate the draft 2016-17 budget if no other business is presented.

**eResources**

The eResources committee met in October and presented a proposal to the council for an increase in OverDrive contributions. The cooperative is looking into a trial for Lynda.com, which is an online training web site. If the cooperative purchased several licenses they could be shared between the members.

**Unfinished Business**

There was no unfinished business for this governing board meeting.

**New Business**

**OverDrive Contribution**

The eResources committee met in October and recommended to the Council the increase of Woodlands OverDrive contribution from \$12,000 to \$18,000 to purchase additional materials. The council reviewed the proposal and recommends to the Governing Board its approval. It was moved to approve increasing the Woodlands OverDrive contribution from \$12,000 to \$18,000. (Moved: Good, Second: Dunn. Motion: Carried.)

**Budget Adjustments**

The following table outlines several budget adjustments. Payroll increases were approved for both Kate and Laura at the September meeting so both payroll line items and related expenses need to be increased. The OverDrive contribution will also be increased as the board approved the increase in contributions to OverDrive. It was moved to approve the budget adjustments as outlined in the table below. (Moved: Good, Second: Walker. Motion: Carried.)

Account	Description	Original Budget	Decrease	Increase	New Budget
705.00	Salary, Director	\$51,500		\$5,500	\$57,000
707.00	Salary, Staff	\$40,170		\$830	\$41,000
715.00	FICA Taxes	\$8,118		\$485	\$8,603
718.00	Retirement	\$9,167		\$633	\$9,800
719.00	Worker’s Comp	\$229		\$16	\$245
812.00	Overdrive	\$12,000		\$6,000	\$18,000
999.00	Contingency	\$87,804	\$13,464		\$74,340
Total			\$13,464	\$13,464	

**Approve Member Contracts**

The remaining 2014-15 Membership contract from Pittsford Public Library was received and approved. It was moved to approve the 2015-16 member contract from Pittsford Public Library. (Moved: Walker, Second: Dunn. Motion: Carried.)

**Break**

The Board did not take a break.

**Next meeting**

The next governing board meeting will be January 21, 2016 in the Albion District Library meeting room 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: McCarthy, Second: Good. Motion: Carried.)

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William Siarny, Woodlands Library Cooperative  
Governing Board Chair