

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Thursday, March 17, 2016 5:00 pm  
Meijer Branch, Jackson

**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  
Martha Parks – Grand Ledge Area District Library  
Heather Albee-Scott – Jackson 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 Claucherty - Woodlands Library Cooperative

Governing Board Members Absent:

Larry Gregory – Monroe County Library System

**Agenda**

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

**Minutes**

It was moved that the minutes of November 19, 2015 be approved as posted. (Moved: Walker, Second: McCarthy, Motion: Carried)

**Financial Report**

**Approve November, December, January and February Bills**

The January Governing Board meeting was cancelled, therefore the November and December financial reports and bills need to be approved at this meeting.

The November Financial Statement shows income for the year to date of \$2,523.59, and expenses for the period of \$41,809.90, for a total balance income of -\$39,286.31. Pass through income for the period was \$10,907.80 and expenses were \$13,329.39, for a total balance of -\$41,707.90. The bills for November were \$32,261.88.

The December Financial Statement shows income for the year to date of \$3,892.64 and expenses for the period of \$60,624.52, for a total balance income of -\$56,731.88. Pass through income for the period was \$11,011.64, and expenses were \$16,651.47, for a total balance of -\$62,371.71. The bills for December were \$22,136.70.

The January Financial Statement shows income for the year to date of \$142,834.35, and expenses for the period of \$81,703.60, for a total balance income of \$61,130.75. Pass through income for the period was \$38,288.53 and expenses were \$20,630.18, for a total balance of \$78,789.10. The bills for January were \$25,057.79.

The February Financial Statement shows income for the year to date of \$142,854.00, and expenses for the period of \$97,234.82, for a total balance income of \$45,619.18. Pass through income for the period was \$38,374.16 and expenses were \$22,552.42, for a total balance of \$61,440.92. The bills for February were \$17,453.46.

It was moved that the financial report and bills for November, December, January and February be approved. (Moved: Albee-Scott, Second: Dunn, Motion: Carried.)

**Budget Adjustments**

It was moved to approve the budget adjustments as outlined in the table below. (Moved: Poczatek, Second: Good. Motion: Carried.)

Account	Description	Original Budget	Decrease	Increase	New Budget
735.01	Internet Access	\$0		\$600.00	\$600.00
824.00	Audit	\$5,100		\$30.00	\$5,130
999.00	Contingency	\$74,340	\$630		\$73,710
Totals			\$630.00	\$630.00	

**Rename Budget Line**

Because all of Woodlands staff will now be using line item 861.01 Travel-Director for mileage reimbursements, it is recommended to adjust the line to 861.01 Travel. It was moved to rename the line item to 861.01 Travel. (Moved: McCarthy, Second: Poczatek. Motion: Carried)

**Communications**

Woodlands received several member newsletters. Schultz-Holmes Memorial Library used their mini grant money last year to help fund an Iron Chef program. Bob Barringer, Director, sent both Kate and Laura aprons from the program, which had the Woodlands logo printed on it as one of the program sponsors.

**Director’s Report**

Kate wants to identify how the cooperative can best serve our large libraries. Kate provided several presentations to members, including Board training for Eaton Rapids Public Library and Albion District Library. She is also working with new directors at Jackson District Library, Jonesville District Library and Dorothy Hull Library. Kate reported that she is working with the new committees to get them all up and running efficiently.

**Advisory Council Report**

The minutes from the February Advisory Council meeting, held at the Adrian District Library, were sent to the Board members. Woodlands has started holding their meetings at different member libraries, and our next meeting will be at the Portland District Library in April.

**Committee Reports**

**Children & Teen Services**

The Children & Teen Services committee has developed a newsletter for member library Children Services staff, and they are planning several upcoming workshops. The committee’s newsletter will be created in Mail Chimp in the future and Kate will train the committee members how use it. The committee is planning a workshop in May on early literacy, which will be held in three different locations. Speakers will compare several different programs libraries can use for early literacy, including Dolly Parton’s Imagination Library and 1,000 Books Before Kindergarten. They are also

planning a fall workshop on using and creating makerspace media labs. Carrie Brueck, Nottawa Township Library, will be leading the next LEGO group meeting in April at the Albion District Library.

#### **Continuing Education**

The Continuing Education committee will meet the last week in March to discuss and plan future workshops. 30 members responded to the survey Kate sent out, and the committee will use the results to select which topics to offer members for training. One area of focus for training identified in the survey was for the classes relating to the business side of running a library, for example, human resources, tax forms that need to be filed, and QuickBooks.

#### **Planning & Evaluation**

The Planning & Evaluation committee needs to review a few small changes to Woodlands Plan of Service as required by the Library of Michigan. The changes will go to the Advisory Council in April for review, then to the Governing Board in May for approval. The committee will also be reviewing the 2016-17 draft budget soon.

#### **Personnel Committee Report**

The Personnel committee chair will send out Kate's evaluation in August, and they will meet in September to discuss the results.

#### **eResources**

The eResources completed a trial of lynda.com, an online skills training website. During the period we were testing the web site content, the company implemented a new pricing structure and model where we would not be able to share licenses within the cooperative, which stopped us from pursuing this service. The eResources committee is responsible for ordering all new OverDrive titles every month.

#### **Unfinished Business**

There was no unfinished business for this governing board meeting.

#### **New Business**

There was no New Business for this Governing Board meeting.

#### **Break**

The Board did not take a break.

#### **Next meeting**

The next governing board meeting will be May 19, 2016 at the Homer Public Library at 5:00 pm.

#### **Public Participation**

Heather Albee-Scott introduced the new Jackson District Library Director, Sara Tackett. Sara talked briefly about working closely with the public schools, and gave interested Board members a tour of the newly remodeled Meijer Branch.

#### **Adjourn**

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

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Heather Albee-Scott, Woodlands Library Cooperative  
Governing Board Vice President