

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Thursday, July 21, 2016 5:00 pm  
Marshall District Library

**MINUTES**

**Order**

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:04 pm by Bill Siarny, president.

**Roll Call**

Governing Board members present:

Anne Good – Burr Oak Township Library  
William Siarny – Charlotte Community Library  
Carol Walker – Delta Township District Library  
Heather Albee-Scott – Jackson District Library (via conference call)  
Lynda Dunn – Marshall 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  
Larry Gregory – Monroe County Library System  
Jane Poczatek – Tecumseh District Library

**Agenda**

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

**Minutes**

It was moved that the minutes of May 19, 2016 be approved as posted. (Moved: Good, Second: Walker, Motion: Carried)

**Financial Report**

**Approve May & June Bills**

The May Financial Statement shows income for the year to date of \$217,206.46, and expenses for the period of \$165,224.00, for a total balance income of \$51,982.46. Pass through income for the period was \$49,613.74 and expenses were \$41,400.59, for a total balance of \$60,195.61. The bills for May were \$50,189.92. The June Financial Statement shows income for the year to date of \$249,278.15 and expenses for the period of \$239,632.74, for a total balance income of \$9,645.41. Pass through income for the period was \$49,712.86, and expenses were \$46,102.47, for a total balance of \$13,255.80. The bills for June were \$79,448.62.

It was moved that the May and June financial report and bills be approved. (Moved: McCarthy, Second: Walker, Motion: Carried.)

Kate gave the financial report and said Woodlands has received 45% of our income for the year, and that we will be paying substantial bills in the upcoming months, including RIDES, mini grants and MLA membership reimbursements.

**Communications**

Woodlands received several member newsletters including one from Van Buren District Library, Schultz-H9olmes Memorial Library and Waldron District Library. The Woodlands office received a thank you note from Vermontville District Library thanking us for the mini grant. They purchased tablets and cases for their patrons to use. Monroe County Library System also informed the Woodlands office that they will use their mini grant money to help fund their annual Blues Festival.

**Director's Report**

Kate announced she will attend the ALA Leadership Institute August 7-11, 2016. Bill Siarny, Governing Board Chair, wrote a letter of recommendation for Kate, and she was one of 42 selected to attend. Kate is finalizing plans to upgrade Woodlands mobile training lab with new laptops. Kate was asked to speak on Director-Board Relationships at the New Directors workshop in Lansing on September 15, 2016. Two new staff members at the Library of Michigan will attend the October Advisory Council meeting to let Woodlands members know what services they will provide to Michigan libraries. Kate has volunteered to serve on the Michigan Library Association 2017 Conference Committee. The process will start right after the October conference this year. Woodlands has several libraries on the August ballot for millages. The Governor has signed the budget and state aid is locked in at the same rate as last year.

**Advisory Council Report**

The minutes from the April Advisory Council meeting, held at the Marshall District Library, were distributed to the Governing Board members. The Council members are enjoying traveling to member libraries for meetings.

**Committee Reports****Children & Teen Services**

The Children & Teen Services Committee's current newsletter was just released. Member library staff are encouraged to contribute material to the newsletter, then contributors are entered into a drawing for a gift card. The committee was planning an early literacy workshop this spring, but had to postpone it until the fall. The presenters will compare and contrast the many different literacy initiatives available to libraries. The workshop will be held in three locations around the cooperative so members will not have to travel as far, and libraries from other cooperatives will be encouraged to attend. The committee is also planning a fall workshop on using a media lab for teen programming. The chair of the committee, Cory Grimminck, sends regular emails to committee members asking for updates on planning details for these events.

**Continuing Education**

The Continuing Education Committee, chaired by Angela Semifero, met and planned their workshops through fall 2017. Topics selected were based on the results of a member survey, and they include several aspects of human resources, library marketing, and building maintenance planning & best practices for various tasks. The committee will also plan several webinars during the winter months, including a policies webinar provided by attorney Anne Seuryneck. The Southwest Michigan Library Cooperative is sponsoring a Black Belt Librarian program featuring Warren Graham. The committee asked SMLC if Woodlands members could attend and were granted access. We are providing the opportunity for each of Woodlands member to send up to three staff to the program, and Woodlands will pay their attendance fee.

**Personnel**

There has been no activity for the Personnel Committee. Kate's annual evaluation will go out to members in August.

**Planning & Evaluation**

The Planning & Evaluation Committee will meet next Wednesday to review the draft 2016-17 budget. The committee will make necessary corrections, then the draft budget will go to the council in August with recommendation to the Board for approval in September. The committee will also review the Investment Policy and make any necessary changes needed. The policy will also be reviewed and approved at the September Governing Board meeting.

**eResources**

The eResources Committee will meet in October. Members are currently renewing their Ancestry.com membership, and new members are joining the group.

**Unfinished Business**

There was no unfinished business for this Governing Board meeting.

**New Business**

The Woodlands office received a request from the DeWitt District Library to join as a full member. DeWitt is a class 5 library, and director Jennifer Balcom visited the June Advisory Council meeting. They have requested to withdraw membership from the White Pine Library Cooperative for geographic considerations. The Board discussed the request. It was moved to approve the request of DeWitt District Library, and they will become a full member starting October 1, 2016. (Moved: McCarthy, Second: Walker. Motion: Carried.)

**Break**

The board did not take a break.

**Next meeting**

The next Governing Board meeting will be September 15, 2016 at the Marshall District Library, 124 W. Green St., Marshall, MI, 49068 at 5:00 pm. This will be our Annual Meeting and the Personnel Committee will meet prior to the Governing Board meeting.

**Public Participation**

There was no public participation for this Governing Board meeting.

**Adjourn**

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

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William Siarny, Woodlands Library Cooperative  
Governing Board President