

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Thursday, September 15, 2016 5:00 pm
Marshall District Library

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:06 pm by President Bill Siarny.

Roll Call

Governing Board members present:

Anne Good – Burr Oak Township Library
William Siarny – Charlotte Community Library
Heather Albee-Scott – Jackson District Library
Lynda Dunn – Marshall District Library
Jane Poczatek – Tecumseh District Library
Anita McCarthy – Waldron District Library

Others present:

Cindy Goodrich – Constantine Township Library
Elizabeth Raduazo – Jackson District Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Governing Board Members Absent:

Carol Walker – Delta Township District Library (excused)
Martha Parks – Grand Ledge Area District Library (unexcused)
Larry Gregory – Monroe County Library System (excused)

Agenda

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

Minutes

It was moved that the minutes of July 21, 2016 be approved as posted. (Moved: McCarthy, Second: Dunn, Motion: Carried)

Financial Report

Approve July & August Bills

The July Financial Statement shows income for the year to date of \$422,692.04, and expenses for the period of \$324,759.44, for a total balance income of \$97,932.60. Pass through income for the period was \$61,175.92 and expenses were \$51,807.13, for a total balance of \$107,301.39. The bills for July were \$90,554.63. The August Financial Statement shows income for the year to date of \$561,683.99 and expenses for the period of \$389,749.89, for a total balance income of \$171,934.10. Pass through income for the period was \$61,209.80, and expenses were \$56,293.07, for a total balance of \$176,850.83. The bills for August were \$69,476.39.

It was moved that the July and August financial report and bills be approved. (Moved: McCarthy, Second: Good, Motion: Carried.)

Annual Investment Account Interest Report

The interest reported on investments for the FY 2015-16 was \$2,706.59. It was moved to approve the Investment Account Interest Report in the amount of \$2,706.59. (Moved: Good, Second: Dunn. Motion: Carried)

2015-16 Budget Adjustments

The following table outlines the 2015-16 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: Dunn, Second: Poczatek. Motion: Carried.)

Account	Item	Original Budget	Increase	Decrease	New Budget
705.00	Salary-Director	\$57,000	\$2033.70		\$59,033.70
707.00	Salary-Staff	\$41,000	\$1515.30		\$42,515.30
715.00	FICA Taxes	\$8,603	\$30		\$8,633
718.00	Retirement	\$9,800	\$400		\$10,200
719.00	Worker's Comp	\$245	\$20		\$265
722.00	Dental Insurance	\$400	\$40		\$440
723.00	Long-Term Disability	\$360	\$20		\$380
830.00	Library Grants	0	\$50,000		\$50,000
852.01	Office Telephone	\$1,680	\$400		\$2,080
958.02	Cont Ed – Staff	\$1,000	\$700		\$1,700
982.07	Software	\$1,775	\$700		\$2,475
979.00	Office Equipment	\$2,299		\$700	\$1,599
999.00	Contingency	\$73,710		\$55,159	\$18,551
Totals			\$55,859	\$55,859	

Communications

Kate shared a newsletter sent to Woodlands from Van Buren District Library.

Director's Report

Kate reported that she gave a presentation earlier today at the New Director's workshop at the Library of Michigan on having a good relationship with your library board. She also attended ALA Leadership Institute in August and really enjoyed it. The people she attended with have formed a Facebook group to connect professionally.

Advisory Council Report

The members report enjoying traveling to different libraries for meetings. The next Advisory Council meeting will be in October at the Schultz-Holmes Memorial Library in Blissfield.

Committee Reports

Children & Teen Services

The Children & Teen Services committee will hold an early literacy workshop at three different locations next week. They are experimenting to see if holding the same workshop in various locations is beneficial to members. Kate has implemented a new product so members can register for workshops online, which also ties into our web site calendar. The committee

continues to produce a newsletter, and anyone who submits material will be added to a drawing for a gift card.

Continuing Education

Kate was talking to Angela Semifero, the Continuing Education committee chair, and they determined it would be beneficial to arrange a webinar concerning the change in law relating to Overtime Pay, which takes effect December 1st.

Personnel Committee Report

The Personnel Committee meeting, usually held prior to the September Governing Board meeting, has been postponed until November. Kate's evaluation was sent to members late, and there was not enough time for the committee to review the responses.

Planning & Evaluation

The Planning & Evaluation committee approved the draft budget and changes to the Investment Policy, which will be discussed under New Business.

eResources

The eResources committee will meet in October. This committee is very active, purchases materials for OverDrive, and recommends and reviews other electronic resources. The cooperatives are all working together to secure discounts for all Michigan libraries. Kate has worked to get better pricing for our Ancestry.com group.

Unfinished Business

There was no unfinished business for this governing board meeting.

New Business

Approve 2016-17 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: Dunn, Second: Albee-Scott. Motion: Carried.)

Approve Member Contracts

All 51 2016-2017 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. It was moved to approve the 2016-17 member contracts from Woodlands members. (Moved: Good, Second: McCarthy. 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 Branch District Library, Lenawee County Library, Van Buren District Library, and the delivery contract, Automation Services and Fiscal Services contracts for Monroe County Library System. (Moved: Good, Second: McCarthy. Motion: Carried.)

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

Approve Investment Policy Changes

The Planning & Evaluation committee reviewed the current Investment Policy and recommends to the Governing Board adopting the changes outlined and discussed. Woodlands has almost 2 years of operating funds, but our policy only requires 6 months operating funds to remain in our fund balance. The P&E committee feels it is important to get some of these funds back into the hands of the members. Public entities are limited in what they can invest in, and our funds are not being utilized in the best way. Kate has talked to an Ameriprise representative who

specializes in municipal investments and he recommends CD laddering for our investments. The committee decided that hiring a professional to help us maximize our funds would be beneficial. It was moved to approve the changes to the Investment Policy as outlined. (Moved: McCarthy, Second: Good. Motion: Carried.)

Van Buren District Library Request to Leave

A letter was received from the Van Buren District Library, along with the minutes from their board meeting and an approved Resolution to Leave Woodlands. Their last day will be September 30, 2017. The reason they cited for wanting to leave Woodlands was to join the Southwest Michigan Library Cooperative, which is closer to them in physical location, and to be able to work with libraries in their area. It is recorded that the Woodlands Board received and accepted Van Buren's request to leave. (Moved: Good, second: Dunn. Motion: Carried.)

Approve 2016-17 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 2016-17 budget as presented. (Moved: Good, Second: Albee-Scott. Motion: Carried.)

Break

The Board did not take a break.

It was moved to open the annual meeting. (Motion: McCarthy, Second: Dunn. Motion: Carried)

Election of Officers

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

President: Heather Albee-Scott nominated Lynda Dunn as President, McCarthy supported. Anne Good moved that nominations be closed, McCarthy seconded. Motion: Carried. Lynda Dunn accepted the term as President.

Vice-President: Lynda Dunn nominated Anne Good for Vice-President, McCarthy supported. Motion: Carried. Anne Good accepted the term as Vice-President.

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

Governing Board members who volunteered to serve on the Personnel Committee from October 2016 – September 2017 are Elizabeth Raduazo, Jane Poczatek, and Cindy Goodrich.

It was moved to close the annual meeting. (Motion: Albee-Scott, Second: McCarthy. Motion: Carried.)

Honor Board Retirees

Kate thanked William Siarny (Charlotte Community Library), Heather Albee-Scott (Jackson District Library) and Anita McCarthy (Waldron District Library) for their three years of dedicated service to the Woodlands Library Cooperative during their board term.

Kate welcomed Cindy Goodrich, Constantine Township Library, and Elizabeth Raduazo, Jackson District Library, who will serve on Woodlands Governing Board along with Peggy Townshend, Lenawee District Library, for 2016-19. Kate will provide incoming board members with a board orientation.

Next meeting

The next governing board meeting will be November 17, 2016 at the Marshall District Library 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: Dunn. Motion: Carried.)

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