

WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, November 17, 2016 5:00 pm
Marshall District Library

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative governing board was called to order at 5:00 pm by President Lynda Dunn.

Roll Call

Governing Board members present:

Anne Good – Burr Oak Township Library
Cindy Goodrich – Constantine Township Library
Carol Walker – Delta Township District Library
Marisa Evans – Grand Ledge Area District Library
Elizabeth Raduazo – Jackson District Library
Peggy Townshend – Lenawee District Library
Lynda Dunn – Marshall District Library
Jane Poczatek – Tecumseh 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 (excused)

Agenda

It was moved to amend the agenda by moving the Personnel Committee report to follow the Audit Review. (Moved: Good, Second: Poczatek. Motion: Carried)

Review & Approve 2015-16 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 2015-16 audit as presented. (Moved: Good, Second: Goodrich. Motion: Carried.)

Personnel Committee

Kristin Shelley, committee Chair, called into the meeting to report that the Personnel committee reviewed the results from Kate's evaluation. Kate received mostly above average ratings in the survey, and members expressed how much they appreciated Kate's enthusiasm. A pay increase of 3.5% - 5% was recommended. The board discussed Kate's pay increase, and determined a 5.5% increase would bring her salary more in line with other Michigan cooperative director's. It was moved to grant the cooperative director a 5.5% pay increase and the cooperative secretary a 4% increase for the 2016-17 fiscal year. (Moved: Walker, Second: Raduazo. Motion: Carried) After discussion it was recommended to amend the motion to clarify the increase for the secretary. It was moved to amend the previous motion to grant the cooperative director a 5.5% pay increase for the 2016-17 fiscal year, and increase the cooperative secretary salary by 1%, taking into account the 3% already granted in the 2016-17 approved budget. (Moved: Poczatek, Second: Raduazo. Motion: Carried.)

It was moved to accept the Personnel Committee report. (Moved: Goodrich, Second: Walker. Motion: Carried.)

Minutes

It was moved that the minutes of September 15, 2016 be approved as posted. (Moved: Good, Second: Poczatek, Motion: Carried)

Financial Report

Approve September & October Bills

The September Financial Statement shows income for the year as \$562,103.67, and expenses as \$474,375.26, for a total year-end balance income of \$87,728.41. Pass through income for the year was \$61,282.00 and expenses were \$60,605.10, for a total year-end balance of \$88,405.31. The bills for September were \$88,937.40. The October Financial Statement shows income for the month of \$1,931.84 and expenses of \$23,397.49, for a total balance income of -\$21,465.65. Pass through income for October was \$11,006.30, and expenses were \$4,247.70, for a total balance of -\$14,707.05. The bills for October were \$27,645.19.

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

Communications

There were no Communications for this Governing Board meeting.

Director's Report

Kate reported that she was selected to be the secretary for the Cooperative Director's Association. The cooperatives are assessing their roles, and are identifying their individual strengths to work together more efficiently.

She attended an ERate (Universal Service Fund) training in Flint to be prepared to answer member's questions.

Kate attended a Friends of Michigan Libraries workshop at the Tecumseh District Library. They had a casual talk about Friends groups.

Woodlands no longer produces the News Notes bi-monthly newsletter. Kate would like to send members an update on what the cooperative is doing in an electronic newsletter, possibly called Woodlands Wanderings.

Kate has been updating the Woodlands website. She implemented an online registration process for workshops, which is also connected to our online calendar. She is also looking into accepting credit cards for workshop fees.

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 hosted an early literacy workshop at two locations. They experimented by planning to hold it at three locations, but one of the workshops was cancelled due to lack of registrants. The registrations at the other two workshops were low, but workshop attendees reported they enjoyed the program. Kate has implemented tools for online registration and can send out an email evaluation surveys after workshops. The committee plans a Media Maker workshop on November 30th at the Jackson District Library Meijer Branch. The committee publishes an electronic newsletter bi-monthly.

Continuing Education

The Continuing Education committee is planning a spring marketing workshop featuring Ben Bizzle, with a location yet to be determined. The cooperative hosted a webinar on the FLSA overtime rules changes. In the Fall of 2017 the committee plans on a building maintenance workshop, highlighting what librarians might be able to do themselves or when it's time to call a professional. They are also working on a winter webinar on policies.

Planning & Evaluation

The Planning & Evaluation committee has not met.

eResources

The eResources committee is the busiest of Woodlands committees. They maintain the OverDrive collection, and they have been reviewing other electronic resources that might be beneficial to members.

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 January 19, 2017 at the Jackson District Library Meijer Branch at 5:00 pm.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

The meeting was adjourned at 6:45 pm.

Jane Poczatek, Woodlands Library Cooperative
Governing Board Secretary/Treasurer