

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Thursday, January 19, 2017 5:00 pm
Jackson District Library Meijer Branch

MINUTES

Order

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

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
Jane Poczatek – Tecumseh District Library

Others present:

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

Governing Board Members Absent:

Lynda Dunn – Marshall District Library (excused)
Larry Gregory – Monroe County Library System (excused)

Agenda

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

Minutes

It was moved that the minutes of November 17, 2016 be approved as posted. (Moved: Raduazo, Second: Townshend, Motion: Carried)

Media Lab Presentation

The Jackson District Library Meijer Branch created a media lab for patrons. Anna Merritt, JDL staff, gave the Board a short presentation about what types of activities patrons can use the lab for. After the meeting interested members were given a tour of the lab.

Financial Report

Approve November & December Bills

The November Financial Statement shows income for the month as \$2,011.52, and expenses as \$55,352.21, for a balance income of -\$53,340.69. Pass through income for the month was \$26,352.01 and expenses were \$19,878.60, for a total balance of -\$46,867.28. The bills for November were \$47,585.62.

The December Financial Statement shows income for the month of \$2,357.19 and expenses of \$82,933.78, for a total balance income of -\$80,576.59. Pass through income for December was \$29,532.83, and expenses were \$23,098.77, for a total balance of -\$74,142.53. The bills for December were \$30,801.74.

The board requests the financial report be put on file.

Budget Adjustment

Payroll and associated line item amounts need to be increased to reflect the pay increases approved by the board at the November meeting. The 979.00 Office Equipment line also needs to be increased to cover the cost of the new mobile laptop training lab, which consists of 11 laptops and a projector. It was moved to approve the budget adjustment as presented. (Moved: Poczatek, Second: Raduazo. Motion: Carried.)

Account	Item	Original Budget	Increase	Decrease	New Budget
705.00	Salary-Director	\$57,000	\$3,135		\$60,135.00
707.00	Salary-Staff	\$42,230	\$410		\$42,640.00
715.00	FICA Taxes	\$8,697	\$271		\$8,968
718.00	Retirement	\$9,923	\$355		\$10,278
719.00	Worker's Comp	\$248	\$9		\$257
979.00	Office Equipment	\$2,299	\$6,001		\$8,300
999.00	Contingency	\$57,720		\$10,181	\$47,539
Totals			\$10,181	\$10,181	

Communications

Newsletters were received from Jackson District Library, Van Buren District Library and Jonesville District Library.

Director's Report

Woodlands previously produced a newsletter that was sent to all the members, but a lot of the content was timely or had been sent out previously in email, so it was determined to discontinue it. In Kate's evaluation members expressed wanting to know more about what activities she was pursuing, so she has developed a short email summary of her activities to send to members called Woodlands Wanderings.

This year the cooperative will provide \$1,000 mini grants, and will help cover expenses for several members to attend the National Library Legislative Day in Washington, D.C.

Woodlands is chartering a bus to send members to the ALA Annual Conference for one day in Chicago in June to see the exhibits. The bus will pick up participants in Charlotte, Marshall and Coldwater.

The Cooperative Director's Association conducted a visioning survey to see what different services the cooperatives provide to their members to determine how they could work together, and they are working on strategic planning. They are developing a white paper on the status of libraries in Michigan.

Advisory Council Report

The council held a holiday pot luck at the East Lansing Public Library prior to their December meeting. Several Library of Michigan and Midwest Collaborative for Library Services staff attended. The December meeting minutes will be posted on the Woodlands web site when they become available. The posted minutes provide a summary of what happened at the meeting for those member who are unable to attend. At the February Advisory Council meeting we are going to attempt to broadcast the meeting online using Skype for those who cannot attend in person.

Committee Reports

Children & Teen Services

The Children & Teen Services committee continues to produce a newsletter. They hosted a media lab workshop at the Jackson District library Meijer Branch that was well attended. The committee will meet in February to discuss upcoming workshops.

Continuing Education

The Continuing Education committee is planning a spring marketing workshop on April 17 featuring Ben Bizzle, author of *Start a Revolution: Stop Acting Like a Library*, with a location yet to be determined. 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. Kate has implemented online workshop registration, and she is looking into being able to take electronic payments.

Planning & Evaluation

There was no Planning & Evaluation committee report.

eResources

There was no eResources committee report.

Personnel

There was no Personnel Committee report.

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 March 16, 2017 at the Homer Public Library at 5:00 pm.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

The meeting was adjourned at 6:10 pm.

Jane Poczatek, Woodlands Library Cooperative
Governing Board Secretary/Treasurer