

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

Thursday, March 16, 2017 5:00 pm
Homer Public Library, Homer

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:10 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
Peggy Townshend – Lenawee District Library
Lynda Dunn – Marshall District Library
Larry Gregory – Monroe County Library System
Jane Poczatek - Tecumseh District Library

Others present:

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

Governing Board Members Absent:

Elizabeth Raduazo – Jackson District Library

Agenda

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

Minutes

It was moved that the minutes of January 19, 2017 be approved as posted. (Moved: Townshend, Second: Good, Motion: Carried)

Financial Report

Approve January and February Bills

The January Financial Statement shows income for the year to date of \$2,488.55 and expenses for the period of \$112,222.02 for a total balance income of -\$109,733.47. Pass through income for the period was \$52,232.38 and expenses were \$29,010.77, for a total balance of -\$86,511.86. The bills for January were \$35,200.24.

The February Financial Statement shows income for the year to date of \$2,508.94 and expenses for the period of \$134,128.60, for a total balance income of -\$131,619.66. Pass through income for the period was \$52,313.57, and expenses were \$34,086.94, for a total balance of -\$113,393.03. The bills for February were \$26,982.75.

It was moved that the financial report and bills for January and February be accepted and put on file. (Moved: Poczatek, Second: Goodrich, Motion: Carried.)

Revenue will increase when the cooperative starts to receive state aid. The Library of Michigan is still processing state aid reports.

Communications

Woodlands received several member newsletters, including Schultz-Holmes Memorial Library and Waldron District Library.

The Woodlands office received a resolution from the Sturgis District Library to withdraw membership from the Woodlands Library Cooperative effective October 1, 2017. Sturgis District Library has followed the terms for withdrawal outlined in the Plan of Service.

Director's Report

Woodlands held their February Advisory Council meeting at the Hillsdale Community Library. The option to join the meeting virtually via Skype was offered, and two members joined the meeting using that option. As the meetings move around the cooperative attendance varies.

Kate attended the Library of Michigan board meeting representing the Cooperative Director's Association, as the CDA President could not attend.

Kate provided strategic planning for the Lenawee District Library, and will provide it for the Albion District Library this evening.

Woodlands Wanderings will go out to the membership in the next few days.

Federal funding for Institute of Museum and Library Services is in danger of being cut in the President's draft budget. Michigan receives grants from the IMLS to support MeLCat and MeL databases, along with many other services. Losing these funds would devastate these services. We are told that it will not affect state aid or cooperative funding.

Woodlands is sending a contingent of ten members to attend National Library Legislative Day in Washington in May. Woodlands will provide two nights lodging and registration fees to attend.

Participants must provide their own transportation. Representatives want to talk to people who actually live in their districts.

Woodlands has purchased a new mobile training lab for members to borrow. Homer Public Library was the first to borrow it for a workshop on how to create a résumé. The lab contains 11 laptops and a small overhead projector. The old computer lab was distributed to member libraries. Kate contributed an article to the Library of Michigan's Dispatch Newsletter about purchasing the new computers using the Technology Readiness Infrastructure Grant (TRIG) discount program, provided through the Michigan Department of Education. All libraries in Michigan can use this discount program to purchase various types of technology.

At the February Advisory Council meeting Kate presented the Spirit of Woodlands Award to Cory Grimminck, Director at the Portland District Library, for outstanding service to the cooperative. Cory is currently the chair of both the Advisory Council and the Children & Teen Services Committee.

Advisory Council Report

The minutes for the February Advisory Council meeting were distributed to the board. We offered members the option to Skype into the February council meeting. We will continue testing various tools for virtual meetings to see which will work best for our members.

Committee Reports**Children & Teen Services**

The Children & Teen Services committee met to plan upcoming workshops. The committee is planning a workshop on mental health issues affecting youth, and how libraries can provide useful information to its patrons concerning this issue. Their newsletter, Once Upon a Library, continues to be successful. Another service the committee has been discussing is creating and providing maker kits for libraries to borrow. This would offer members the opportunity to provide temporary programming they might not be able to otherwise afford, and it would also give them the opportunity to try some of these activities before they purchased the supplies themselves. The kits are still in the planning stages, and the committee is trying to identify what types of kits they want to create.

Continuing Education

The Continuing Education committee will host a marketing workshop featuring Ben Bizzle, author of *Start A Revolution: Stop Acting Like a Library*, on April 17th at the East Lansing Public Library. Ben is an engaging and dynamic speaker, and this workshop will focus on showing how libraries can engage their communities and how to get people into the library. The committee will meet next Friday at the Marshall District Library to plan upcoming workshops. The committee will be offering QuickBooks training in late spring, and possibly a Human Resources workshop in the fall.

Planning & Evaluation

The Planning & Evaluation committee will meet later this spring to review the 2017-18 draft budget. They might also review the Bylaws to review Woodlands meeting specifications.

Personnel Committee Report

The Personnel committee does not have a report for this meeting. Kate's evaluation will go out to members in August.

eResources

The eResources committee will meet in May. The committee maintains the OverDrive collection, and they review other online products for the membership.

Unfinished Business

There was no unfinished business for this Governing Board meeting.

New Business

Signature Authorization Resolution for Ameriprise Financial Investment Account

In order to open a new Investment Account with Ameriprise Financial, the board needs to review and adopt the following resolution for signers on the Ameriprise Investment Account. Kate is currently getting this account set up, and is working with Jeffrey Kingzett, Financial Advisor, Ameriprise Financial.

The resolution wording is as follows:

- “The corporate or entity is duly organized, validly existing and in good standing under the laws of the above state, and has adopted the following resolutions as of the date set forth below:
1. Each authorized signer shall have the authority to sign and transact on behalf of the entity, and to bind and obligate the entity, to the same extent as an account owner would, consistent with the relevant product and account opening documentation and restrictions.
 2. Ameriprise Financial shall be entitled to rely upon instructions received from each authorized signer to the same extent as if those instructions were provided by the entity.
 3. Despite this authorization, Ameriprise Financial will continue to deliver all confirmations, notices, and demands upon the entity to the address of record on the entity's account.
 4. The entity shall, upon request, promptly furnish Ameriprise Financial with a current copy of the entity's Certification of Incorporation and By-laws, or equivalent documents, and all amendments thereto.
 5. This corporate or entity resolution shall remain in full force and effect until written notice of revocation or modification thereof is received by Ameriprise Financial.
 6. This corporate or entity resolution may be executed in multiple counterparts, each of which shall be an original, but all of which together shall be deemed to constitute a single agreement, and submitted at the same time.
 7. Facsimile signatures on the corporate resolution shall be deemed to constitute originals.”

It was moved to adopt the Ameriprise Financial Signature Authorization Resolution as outlined above in order to open the investment management account. (Moved: Townshend, Second: Goodrich. Motion: Carried.)

Break

The Board did not take a break.

Next meeting

The next governing board meeting will be May 18, 2017 at the Jackson Meijer Branch at 5:00 pm.

Public Participation

There was no public participation.

Adjourn

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

Jane Poczatek, Woodlands Library Cooperative
Governing Board Secretary/Treasurer