

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Thursday, May 18, 2017 5:00 pm  
Jackson District Library Meijer Branch, Jackson MI

**MINUTES**

**Order**

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:20 pm by Lynda Dunn, President.

**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  
Larry Gregory – Monroe County Library System  
Jane Poczatek – Tecumseh District Library

Others present:

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

**Agenda**

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

**Minutes**

It was moved that the minutes of March 16, 2017 be approved as posted. (Moved: Goodrich, Second: Gregory, Motion: Carried)

**Financial Report**

**Approve March & April Bills**

Woodlands received several state aid payments in April, which increased our income substantially.

The March Financial Statement shows income for the year to date of \$2,706.64, and expenses for the period of \$148,935.25, for a total balance income of -\$146,228.61. Pass through income for the period was \$62,079.18 and expenses were \$40,231.70, for a total balance of -\$124,381.13. The bills for March were \$20,951.41. The April Financial Statement shows income for the year to date of \$178,358.10 and expenses for the period of \$180,906.84, for a total balance income of -\$2,548.74. Pass through income for the period was \$62,013.06, and expenses were \$49,416.26, for a total balance of \$10,048.06. The bills for April were \$41,156.15.

It was moved that the March and April financial report and bills be approved. (Moved: Townshend, Second: Goodrich, Motion: Carried.)

**Communications**

The Woodlands office received a newsletter and summer reading brochure from Jackson District Library, and we also received a newsletter and Annual Report from Van Buren District Library. We received a note from a member library thanking us for the mini grant.

**Director's Report**

Kate and eight of Woodlands members participated in the National Library Legislative Day April 30 to May 2 in Washington, D.C. 500 library supporters attended from all over the United States, with 35 representing Michigan, and over 1,000 participating virtually. Several issues were highlighted including funding for the Institute of Museum and Library Services, Library Services Technology Act grants, and Innovative Approaches to Literacy. LSTA grants help fund several library services in Michigan including MeL databases, MeLCat, and the Small and Rural Librarians Conference. Board member Jane Poczatek attended, and reported that Kate did a wonderful job keeping attendees informed and focused on their role while meeting with representatives.

Kate reported that she has visited and presented to library boards including Hudson Carnegie District Library, and Jackson District Library, and is helping Albion District Library with strategic planning. She will be visiting Schoolcraft Community Library next week.

She helped a member library with a Universal Services Fund question. The process keeps changing and many libraries now hire professional consultants to file for them.

We have cashed out several CDs and closed most accounts at First Merit, Chemical Bank, and Homestead Savings Bank, and have transferred a total \$246,906.57 to our Ameriprise Brokerage account. Ameriprise will invest these funds, and will monitor returns for us for the best investment.

At the April Advisory Council meeting we had National Insurance Services give a presentation to members. Michigan Library Association is creating a librarian's group for health insurance to drive down costs for those who wish to participate. They plan to send out RFPs this fall and hope to start offering services January 1, 2018. NIS would like to be able to offer the group several different health plan packages, including vision and dental.

Kate distributed to the board an info graphic she has been creating, which uses information from state aid reports, to highlight different statistics of member library services and contributions of the cooperative. She plans to post the document on social media, and to print and distribute it when she visits libraries to keep them informed on how the cooperative helps libraries.

Woodlands is planning to take a chartered bus to the American Library Association Conference in Chicago on June 24<sup>th</sup>. The bus will pick up members at carpool lots on I-69 in Charlotte, Marshall and Coldwater. Kate is trying to get free passes to the exhibits from one of our vendors, otherwise members will have to pay to enter.

**Advisory Council Report**

We have offered the ability for members to Skype into our Advisory Council meetings for the last two meetings, and have had several members take advantage of it. The next meeting will be in June at the Tecumseh District Library.

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

The Children & Teen Services Committee met and are planning a mental health workshop for library staff that work with teens. This workshop will discuss what librarians can do and shouldn't do if they suspect their young patrons need help, and will offer suggestions on how to identify their local resources. They are also researching possible mobile maker kits members could borrow from the cooperative, and they continue to produce a bi-monthly newsletter.

**Continuing Education**

The Continuing Education Committee met and are planning a human resources workshop on November 2 featuring Brian Mortimore from Kent District Library. He presented to members several years ago and members expressed an interest in having him return. Kate will be scheduling Quick Books training with staff from our auditor's firm, and we hope to have them on retainer so members can have their future Quick Books questions answered. The committee is also planning a building maintenance workshop, which will focus on which tasks they can do themselves, which are better to hire out, and identifying local resources to use when necessary.

**Personnel**

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

**Planning & Evaluation**

The Planning & Evaluation Committee will meet soon to review the draft 2017-18 budget, and will review the Bylaws.

**eResources**

The eResources Committee selects materials and explores options for our OverDrive collection, and reviews other possible online resources that might be beneficial for member libraries. In August the cooperative will send a committee member to Digipalooza, OverDrive's international user group conference.

**Unfinished Business**

There was no unfinished business for this Governing Board meeting.

**New Business****Approve FOIA Policy**

The cooperative office, along with many Michigan libraries, recently received a FOIA request. Kate could deny the request because the information they were requesting was not available in the electronic format they specified.

The Woodlands office should have an approved FOIA Policy on file to apply to any future requests, which will also be posted on our web site. It was moved to approve the FOIA Policy as presented. (Moved: Good, Second: Walker. Motion: Carried.)

**Break**

The board did not take a break.

**Next meeting**

The next Governing Board meeting will be July 20, 2016 at the Homer Public Library, 141 W. Main Street, Homer, MI, 49245 at 5:00 pm.

**Public Participation**

There was no public participation for this Governing Board meeting.

**Adjourn**

The meeting was adjourned at 6:27 pm.

---

Jane Poczatek, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer