

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Thursday, September 21, 2017 5:00 pm

**MINUTES**

**Order**

The regular meeting of the Woodlands Library Cooperative Governing Board, held at the Marshall District Library, was called to order at 5:03 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:

- Randy Westbrook – Milan Public Library
- Colleen Mauren – Portland District Library
- Kate Pohjola Andrade – Woodlands Library Cooperative
- Laura Claucherty - Woodlands Library Cooperative

**Agenda**

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

**Personnel Committee Report**

Kristin Shelley, Personnel Committee chair, phoned into the meeting and reported on the discussion the committee had concerning Kate's evaluation. She reported that Kate's evaluation was above average/exceptional, taken from evaluation responses from member libraries. There were a couple of suggestions made by members for Kate to address that the Board discussed. The committee recommended to the Board a salary increase of 3% for both Kate and Laura. It was moved to approve a 3% salary increase for Kate and Laura for the 2017-18 fiscal year. (Moved: Goodrich, Second: Gregory. Motion: Approved by unanimous vote.)

**Minutes**

It was moved that the minutes of May 18, 2017 be approved as posted. (Moved: Raduazo, Second: Goodrich. Motion: Carried.)

**Financial Report**

**Approve May, June, July & August Bills**

The May Financial Statement shows income for the year to date of \$178,402.65, and expenses for the period of \$208,262.42, for a total balance income of -\$29,859.77. Pass through income for the period was \$62,002.32 and expenses were \$56,127.39, for a total balance of -\$23,984.84. The bills for May were \$34,005.61. The June Financial Statement shows income for the year to date of \$224,163.73 and expenses for the period of \$284,617.02, for a total balance income of -\$60,453.29. Pass through income for the period was \$72,414.44, and expenses were \$61,222.24,

for a total balance of -\$49,261.09. The bills for June were \$81,449.45. The July Financial Statement shows income for the year to date of \$370,907.90 and expenses for the period of \$321,052.45 for a total balance income of \$49,855.45. Pass through income for the period was \$74,683.70, and expenses were \$69,111.14, for a total balance of \$55,428.01. The bills for July were \$44,324.33. The August Financial Statement shows income for the year to date of \$580,818.89 and expenses for the period of \$415,426.16, for a total balance income of \$165,392.73. Pass through income for the period was \$74,963.77, and expenses were \$72,348.11, for a total balance of \$168,008.39. The bills for August were \$97,610.68. It was moved that the May, June, July and August financial report and bills be received and placed on file. (Moved: Good, Second: Jane. Motion: Carried.)

### **Income Investment Report**

The interest recorded for fiscal year 2016-17 was \$388.19. Secretary/treasurer Jane Poczatek will sign the report to include in Woodlands yearly audit. It was moved to accept the income investment report. (Moved: Townshend, Second: Goodrich. Motion: Carried.)

### **Budget Adjustment**

The proposed budget adjustments were discussed. It was moved to accept the following budget adjustments for fiscal year 2016-17. (Moved: Good, Second: Goodrich. Motion: Carried.)

Account	Item	Original Budget	Increase	Decrease	New Budget
707.00	Salary-Staff	\$42,640.00	\$160.73		\$42,800.73
719.00	Worker's Comp	\$257	\$16		\$273
722.00	Dental Ins	\$400	\$40		\$440
723.00	Long-Term Disability	\$360	\$65		\$425
828.00	Memberships	\$1,840	\$600		\$2,440
852.01	Office Telephone	\$1,680	\$400		\$2,080
958.01	Cont Ed-Members	\$13,250	\$4,500		\$17,750
979.00	Office Equipment	\$8,300	\$4,300		\$12,600
982.07	Software	\$1,775	\$1,200		\$2,975
986.01	Professional Collection	0	\$160.00		\$160
999.00	Contingency	\$47,539		\$11,441.73	\$36,097.27
Totals			\$11,441.73	\$11,441.73	

### **Communications**

Newsletters from several members were received. A thank you letter for the \$1,000 mini grant was also received from Waldron District Library.

### **Director's Report**

Woodlands chartered a bus to Chicago to see the exhibits at the ALA conference, and had 35 participate. The bus picked up attendees at Charlotte, Marshall and Coldwater. Kate went and talked to vendors we use and to ones that are of interest, and enjoyed connecting with them in person.

Kate visited Hudson Carnegie District Library, Jackson District Library, and several other member libraries.

Woodlands conducted a survey of members to see what they wanted from the cooperative. The committees, which are reforming with new members on October 1, use the survey results to plan workshops and monitor services.

Kate will attend the Michigan Library Association conference in October.

State aid for FY 2017-18 will increase to .3639.

In August a decrease in penal fine revenue was reported by many member libraries. At the August Advisory Council meeting a Penal Fine Task Force was formed and several members volunteered to serve on it. Kate has heard that penal fines will be going away as a funding source for libraries, and members need to start planning for this decrease in revenue.

It was moved to accept the Director's Report. (Moved: Raduazo, Second: Gregory. Motion: Carried.)

### **Advisory Council Report**

Kate reported that the minutes from the August Advisory Council meeting will be mailed to members as soon as they have been approved.

### **Committee Reports**

#### **Children & Teen Services**

The Children & Teen Services Committee held a Mental Health First Aid workshop for 20 participants at the Charlotte Community Library. The committee continues to produce their bimonthly newsletter *Once Inside the Library*, and they will be looking at the survey results to start planning programs.

#### **Continuing Education**

The Continuing Education Committee will host an information session at the Albion District Library on how to choose a new ILS system. On November 2, also at the Albion District Library, Woodlands will hold a human resources workshop featuring Brian Mortimore from the Kent District Library. This workshop will be good for small libraries without human resource staff.

#### **Planning & Evaluation**

The Planning & Evaluation Committee met and reviewed the draft 2017-18 budget and the proposed changes to our Bylaws. Both will be discussed under New Business.

#### **eResources**

The eResources Committee handles OverDrive selections and maintains the catalog, and is a very busy and cohesive group.

### **Unfinished Business**

There was no unfinished business for this Governing Board meeting.

### **New Business**

#### **Pass Resolution to add a MERS 457 Retirement Account**

The Board is required to pass the presented resolution in order for Woodlands staff to contribute to the MERS deferred compensation plan. It was moved to approve the MERS Resolution allowing Woodlands staff to contribute to the deferred compensation plan. (Moved: Walker, Second: Poczatek. Motion: Carried.)

#### **2017-18 Calendar for Governing Board Meetings**

The Board is scheduled to meet the third Thursday, every other month, at 5:00 pm. The dates for the 2017-18 Board meetings are November 16, 2017, and January 18, March 15, May 17, July 19, and September 20 in 2018. It was moved to approve the proposed dates for the 2017-18 Governing Board meetings. (Moved: Poczatek, Second: Raduazo. Motion: Carried.)

#### **Member Contracts**

All 2017-18 Member Contracts were received, except for Hillsdale Community Library and Pittsford Public Library, which will be approved at the November meeting. It was moved to approve all 2017-18 Member Contracts received. (Moved: Townshend, Second: Goodrich. Motion: Carried.)

#### **Service Contracts**

Woodlands offers contracts to our large library systems including Branch District Library, Jackson District Library, Lenawee District Library and Monroe County Library System for internal delivery to their branch libraries. The amount of the contracts is determined in June of

the next year, using the number of their branches times the yearly cost of RIDES for three-day delivery. We also have service contracts with Monroe for fiscal services and automation services. Board members of the libraries who have service contracts with Woodlands will need to abstain from voting due to conflict of interest. It was moved to approve the service contracts for delivery and services. (Moved: Good, Second: Evans. Motion: Carried, with Gregory, Raduazo and Townshend abstaining.)

#### **Proposed Bylaw Changes**

The Planning & Evaluation committee reviewed changes to the Bylaws proposed by Kate, and recommends to the Board to approve the changes. The formatting was cleaned up and redundancies with the Plan of Service were removed. It was moved to table the discussion of the Bylaw changes until the November meeting. (Motion: Poczatek, Second: Raduazo. Motion: Carried.)

#### **2016-17 Budget**

The Board reviewed the proposed draft 2017-18 budget. It was moved to approve the 2017-18 budget as proposed. (Moved: Good, Second: Goodrich. Motion: Carried.)

#### **Break**

The board did not take a break.

#### **Honor Departing Board Members**

Kate thanked the members who are leaving the Board, which include Lynda Dunn, Marshall District Library, and Marisa Evans, Grand Ledge Area District Library. Larry Gregory, Monroe County Library System, was re-appointed to serve another three-year term. She also welcomed incoming Board members Randy Westbrook, appointed by Milan Public Library, and Colleen Mauren, appointed by Portland District Library, for representing their library on the Woodlands Library Cooperative's Governing Board for a three-year term.

#### **Next meeting**

The next Governing Board meeting will be November 16, 2017 at the Homer Public Library, 141 West 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.

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Jane Poczatek, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer