

**WOODLANDS LIBRARY COOPERATIVE  
GOVERNING BOARD**

Thursday, November 16, 2017 5:00 pm  
Library

**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 at the Homer Public Library.

**Roll Call**

Governing Board members present:

Anne Good – Burr Oak Township Library  
Cindy Goodrich – Constantine Township Library  
Carol Walker – Delta Township District Library  
Elizabeth Raduazo – Jackson District Library  
Randy Westbrooks – Milan Public Library  
Larry Gregory – Monroe County Library System  
Peggy Townshend – Lenawee District Library  
Colleen Mauren – Portland District Library  
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: Walker, Second: Poczatek. Motion: Carried)

**Board Elections**

Vice-President Good opened nominations for President. Good and Westbrooks nominated themselves for President. Good closed nominations. The Board voted by secret ballot, Kate reported that Good received the majority of the votes.

Vice-President Good opened nominations for Vice-President. Townshend nominated Raduazo for Vice-President. No other nominations forthcoming Vice-President Good closed nominations for Vice-President.

Vice-President Good opened nominations for Secretary/Treasurer. Poczatek nominated herself. No other nominations forthcoming Good closed nomination for Secretary/Treasurer.

It was moved to accept the slate of Good for President, Raduazo for Vice-President, and Poczatek for Secretary/Treasurer for the 2017-18 term. (Moved: Goodrich, Second: Gregory. Motion: Carried.)

**Review & Approve 2016-17 Audit**

Sarah Rafko, from Cooley, Hehl, Sabo, & Calkins, 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 2016-17 audit as presented. (Moved: Mauren, Second: Walker. Motion: Carried.)

**Minutes**

It was moved that the minutes of September 21, 2017 be approved as posted. (Moved: Townshend, Second: Raduazo, Motion: Carried)

**Financial Report**

Woodlands had a \$74,252 income surplus at the end of the 2016-17 fiscal year. Even though for our current fiscal term Woodlands income is currently at a deficit, it will increase substantially when we start receiving state aid in February.

**Approve September & October Bills**

The September Financial Statement shows income for the year as \$581,188.89, and expenses as \$503,625.20, for a total year-end balance income of \$77,563.69. Pass through income for the year was \$75,050.27 and expenses were \$78,361.91, for a total year-end balance of \$74,252.05. The bills for September were \$94,212.84. The October Financial Statement shows income for the month of \$2,240.00 and expenses of \$75,045.95, for a total balance income of -\$72,805.95. Pass through income for October was \$29,441.68, and expenses were \$19,804.00, for a total balance of -\$63,168.27. The bills for October were \$94,849.95.

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

**Communications**

The Woodlands office received newsletters from Waldron District Library and Schultz-Holmes Memorial Library. We also receive several member libraries newsletters electronically. Kate received a thank you note from Shirley Ehnis, thanking Kate for her support.

**Director's Report**

Shirley Ehnis retired as Director from Adrian District Library, and Jen Wrzesinski, former staff from the Marshall District Library has taken Shirley's position at Adrian. Shauna Swantek, former Director at Putnam District Library, has taken the empty position at Marshall District Library replacing Jen. Kate will offer support for Jen and the Interim Director at Putnam. Kate visited the Camden District Library board to discuss the possibility of them becoming a district library. She stayed after the meeting to talk with the Director at Camden.

Kate was on the Michigan Library Association Conference committee. She said that the networking done at the conference is valuable.

She reported the October Advisory Council meeting was at the Colon Township Library, but that our Internet connection was not good enough to support the Skype in option. We had a lot of libraries volunteer for the upcoming year to host meetings.

The bi-annual Rural Library Conference is this year, and a lot of trustees attend because it is cost effective and they offer special programming options geared to trustees.

When the cooperative hired a new Director, they cut the hours from 40 down to 32. Kate is looking into if she will need to increase her hours to keep up with her work load.

Kate has been elected to serve on the Midwest Collaborative of Library Services Board of Trustees for a three-year term. They meet quarterly, and they are run on a consent agenda, giving the Director a lot of leeway.

On Saturday Kate will attend the Tecumseh District Library Board meeting.

The Cooperative Director's Association is offering statewide programming, and had a safety workshop.

Information regarding MLA's group health insurance offering has been postponed until February, due to changes at the Federal level.

**Advisory Council Report**

There was no Advisory Council report for this Governing Board meeting.

## **Committee Reports**

### **Children & Teen Services**

The Children & Teen Services committee continues to produce a bi-monthly electronic newsletter. The new committee term 2017-19 has just started and several of the committees will meet to plan programming.

### **Continuing Education**

The Continuing Education committee has a very successful Human Resources workshop presented by Brian Mortimore, Kent District Library, with around 37 in attendance. They will meet on December 6<sup>th</sup> to review the member survey to plan future workshops. The committee still plans on holding a Building Maintenance workshop in the spring.

### **Planning & Evaluation**

The Planning & Evaluation committee has not met. Several of the members from the previous term stayed on this committee, and they will meet in the spring.

### **Personnel Committee**

The Personnel committee has not met. Kate would like to meet with the committee to set some goals for the upcoming year. The Personnel Policy also needs to be reviewed.

### **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. They will meet in December at the Bedford Branch Library.

### **Penal Fines Task Force**

The Penal Fines Task Force met for the first time in October. Task Force members include representatives from all class size libraries, along with Kathy Webb from the Library of Michigan. Gail Madziar, Executive Director of Michigan Library Association, also joined the meeting via conference call. They determined that all entities involved, from library boards to judges, need to be better educated about penal fine distribution, and why these funds are important to libraries. They would like to develop an educational toolkit, and possibly a video to help educate people. Kate is gathering data from our members so we can work with Library of Michigan to ensure that libraries are receiving all of the penal fine revenue they should be receiving. Kate is also compiling a history about Penal Fines.

## **Unfinished Business**

The Board continued its discussion on the proposed changes to the bylaws. It was determined to postpone approving the changes until some inquiries were made regarding requiring incoming board members to be registered voters. There was a motion to table the approval of the bylaw changes until the January meeting. (Moved: Walker, Second: Westbrooks, Motion: Carried.)

## **New Business**

The Woodlands office received the two remaining 2017-18 Membership Contracts, which need to be approved. It was moved to approve the 2017-18 Membership contracts for Pittsford Public Library and Hillsdale Community Library. (Moved: Westbrooks, Second: Goodrich. Motion: Carried.)

## **Break**

The Board did not take a break.

## **Next meeting**


The next governing board meeting will be January 18, 2018 at the Jackson District Library Meijer Branch at 5:00 pm.

**Public Participation**

There was no public participation for this Governing Board meeting.

**Adjourn**

There was a motion to adjourn the meeting. (Moved: Westbrook, Second: Gregory: Motion: Carried.)

  
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Jane Poczatek, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer