

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

January 18, 2018
Marshall District Library

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:15 pm by Vice-President Elizabeth Raduazo.

Roll Call

Governing Board members present:

Cindy Goodrich – Constantine Township Library
Carol Walker – Delta Township District Library
Elizabeth Raduazo – Jackson District Library
Larry Gregory – Monroe County Library System
Peggy Townshend – Lenawee District Library
Jane Poczatek – Tecumseh District Library

Governing Board members absent:

Anne Good – Burr Oak Township Library (Excused)
Randy Westbrooks – Milan Public Library (Excused)
Colleen Mauren – Portland District Library (Excused)

Others present:

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

Guests:

Josh Goodrich
Dion Mindykowski – Tahquamenon Area Public Library

Agenda

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

Minutes

It was moved that the November 17, 2017 minutes be amended to include a correction to the location for the January meeting. (Moved: Gregory, Second: Townshend, Motion: Carried)

Financial Report

Approve November & December Bills

Woodlands' income will increase as we receive state aid from members. The Woodlands' State Aid Report has been filed.

The November Financial Statement shows income as \$3,679.55, and expenses as \$95,195.66, for a balance of -\$91,516.11. Pass through income is \$29,441.68 and expenses are \$19,915.12, for a total balance of -\$81,989.55. The bills for November are \$20,260.83.

The December Financial Statement shows income as \$3,679.55 and expenses of \$121,830.45, for a balance of -\$118,150.90. Pass through income is \$32,192.79, and expenses are \$22,541.22, for a total balance of -\$108,499.33. The bills for December are \$29,260.89.

It was moved that the November and December financial reports be received and placed on file. (Moved: Goodrich, Second: Walker, Motion: Carried.)

Communications

The Woodlands office received several holiday cards in December from libraries and vendors.

Director's Report

- Since our last meeting, Kate reported that she has worked with the Tecumseh District Library Board, the DeWitt District Library, and the Bath Township Library. Bath recently passed an operating millage and are looking into joining a cooperative. Kate has visited the Adrian District Library to meet with new director and has been in touch with a member library's board chair that is experiencing some unplanned board transitions, and another member library who is working to resolve a cat in the library situation.
- Kate has met with the eResources Committee and the Continuing Education Committees, and is hoping to have a Children & Teen Services Committee meeting soon. The Personnel Committee will be meeting soon as well, so we can develop annual goals for the cooperative director.
- The cooperative offered a statewide purchase of Labor Law Posters, and we ended up shipping out 154 poster sets to libraries all over Michigan. The posters original sell for \$49.00 from the Michigan Chamber of Commerce, but because we ordered so many at one time, we were able to offer them to libraries for \$16.25 each.
- The Loleta Fyan Small & Rural Librarians Conference will be held at the Grand Traverse Resort in Traverse City from April 30 to March 2. Registration will open soon, and this is a good conference for board trustees to attend. Kate is on the conference committee and the awards sub-committee.

Advisory Council Report

The December Advisory Council meeting and annual holiday potluck were cancelled due to inclement weather conditions.

Committee Reports**Children & Teen Services**

The Children and Teen Services Committee has not met yet. There are a few new members on the committee. The committee has suspended producing their newsletter for now.

Continuing Education

The Continuing Education Committee met in December, and started to plan a building maintenance workshop to take place in the spring. The committee also discussed other workshops ideas for the next two years.

Planning & Evaluation

The Planning and Evaluation Committee will meet in the spring to review a draft 2018-19 budget. The committee might also review the Personnel Policy for updates.

Personnel Committee

The Personnel Committee will be meeting soon as well, so we can develop annual goals for the cooperative director.

eResources

The eResources Committee met in December at the Monroe County Library System Bedford Branch. This is Woodlands most active committee. They manage the OverDrive collection, and review other possible electronic resources for the members.

Penal Fines Task Force

Kate surveyed WLC members to learn more about how they are paid penal fines, including the amount and if they receive any supporting documentation. She is working with staff at the Library of Michigan to compare it to the information they send out to make sure libraries are

being paid properly. Kate met with Gail Madziar, MLA's Executive Director, and they agreed that they needed to define what a "win" would be for an end result of this process. Kate is writing a penal fines history document while Gail is putting together a draft presentation that can be used for training local boards and elected officials.

Unfinished Business

The Board continued to discuss changes to the Bylaws. It was recommended to remove the requirement of being a registered voter from the draft, and replace the language with having to be a qualified elector. It was moved to approve the Bylaws with changes as discussed. (Moved: Poczatek, Second: Goodrich. Motion: Carried.)

New Business

The Hillsdale Community Library Board sent the Woodlands office a resolution from its January 11, 2018 meeting, notifying Woodlands Library Cooperative of their intent to withdraw from the cooperative at the end of this fiscal year. The library has complied with the six-month requirement for notification. The request was received and will be placed on file.

Break

The Board did not take a break.

Public Participation

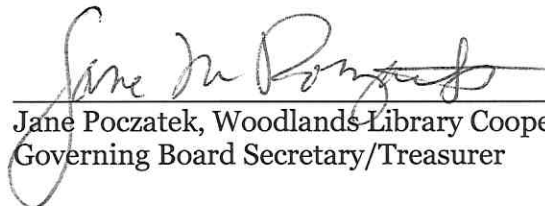
There was no public participation for this Governing Board meeting.

Next meeting

The next Governing Board meeting will be Thursday, March 15, 2018 at 5:00 pm at Marshall District Library.

Adjourn

The Governing Board meeting was adjourned at 6:15 pm.



Jane Poczatek, Woodlands Library Cooperative
Governing Board Secretary/Treasurer