

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

March 15, 2018
Marshall District 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.

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 Westbrook – Milan Public Library
Peggy Townshend – Lenawee District Library

Governing Board members absent:

Larry Gregory – Monroe County Library System (Excused)
Colleen Mauren – Portland District Library (Excused)
Jane Poczatek – Tecumseh District Library (Excused)

Others present:

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

Agenda

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

Minutes

It was moved that the minutes of January 18, 2018 be approved as posted. (Moved: Townshend, Second: Raduazo, Motion: Carried)

Financial Report

Approve January & February Bills

The Woodlands office received our direct state aid in February, substantially increasing our budget income.

The January Financial Statement shows income as \$3,529.55, and expenses as \$150,878.78, for a balance of -\$147,349.23. Pass through income is \$55,914.00 and expenses are \$28,666.36, for a total balance of -\$120,101.50. The bills for January are \$35,173.47.

The February Financial Statement shows income as \$152,324.52 and expenses of \$173,355.19, for a balance of -\$21,030.67. Pass through income is \$57,328.31, and expenses are \$35,866.47, for a total balance of \$431.17. The bills for February are \$29,676.52.

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

Communications

Newsletters were received from the Waldron District Library, Schultz-Holmes Memorial Library, Jackson District Library, and Jonesville District Library. In addition, Schultz-Holmes Memorial Library sent a letter to the cooperative thanking us for the mini grant, which they used for their summer reading and Iron Chef program. They also included two aprons from their Iron

Chef program and two t-shirts from their Art at Your Feet sidewalk chalk art program for cooperative staff.

Director's Report

- A copy of the updated Bylaws was distributed to the Governing Board members.
- At the end of February Kate attended the Library Upload program at the Kalamazoo Public Library. Woodlands would like to be able to monetarily support a program for members, in which library IT staff from several of our larger libraries would be willing to help other Woodlands libraries with their IT needs.
- Kate started serving on the Midwest Collaborative for Library Services Board in January. They use a different type of governance called Policy Governance. Kate will attend training on this process in April. Randy Dykhuis, Executive Director of MCLS, will be retiring so the MCLS board will be engaged in the process of hiring his replacement.
- The Loleta Fyan Small and Rural Librarians Conference will be at the Grand Traverse Resort from April 30 to May 2. The conference is affordable, takes place every other year, and offers trustee training. Kate will be taking Woodlands mobile training lab to use at the conference, and because Kate is on the awards committee, her costs for the conference are covered.
- Kate will be attending the biannual Public Library Association Conference in Philadelphia next week.
- Woodlands will be taking a contingency of seven members to the National Library Legislative Day in Washington on May 7-8. Attendees will be addressing their concerns to legislators about cuts to IMLS funding in the Federal Budget. IMLS grants support the MeL Database and MeLCat programs in Michigan, along with other awarded grants to libraries.
- Kate attended a training on being a facilitator. It was very beneficial for her because she got to practice and receive immediate feedback on her performance.
- Woodlands hosted a viewing party for a program put out by the Nebraska Library Commission, Big Talk from Small Libraries, which featured speakers from all over the country. We had seven people attend the viewing party at the Albion District Library, served them lunch, and enjoyed the speakers.
- News from the Cooperative Director's Association includes there is a new Director at the Lakeland Library Cooperative, and an Interim Director at the Superiorland Library Cooperative.
- Kate will be updating the statistics on the Woodlands information poster.

Advisory Council Report

The Advisory Council minutes were distributed to the Governing Board members. Council met in February at the Bronson Branch of the Branch District Library.

Committee Reports

Children & Teen Services

The Children & Teen Services committee is creating a new survey for members who work with youth to determine what programming they would like to see Woodlands offer. At their recent meeting at the Portland District Library it was determined to stop producing the newsletter, because it was not being viewed by members. They discussed offering a webinar on serving the special needs population. They also are looking into bringing Leonard Sax for a program. He is a sought after speaker who presents on reading and children, especially on programming for boys. Kate has implemented new project management software to help all the committees track planning of programs and workshops.

Continuing Education

The Continuing Education committee is working on a building maintenance workshop, which will address topics such as what can librarians handle themselves and when it would be better to call a maintenance professional, and laying out a building system replacement schedule.

Planning & Evaluation

The Planning & Evaluation committee will meet to review the 2018-19 draft budget later this summer.

Personnel Committee

The Personnel Committee will meet in September. Kate's evaluation will go out to members in late summer.

eResources

The eResources committee is mainly responsible for maintaining the OverDrive collection. Kate has been looking into a new product called Cloud Library to see what their service has to offer and what pricing would be for the cooperative. There is talk of a possible Cloud Library statewide consortium.

Penal Fines Task Force

Kate is just about done creating a Penal Fines history, and Gail Madziar, MLA Executive Director, is creating an educational slide show. Library of Michigan staff are compiling information comparing the payment totals reported from the Library of Michigan to the townships, to the amount the libraries are actually receiving. Ideally libraries should be getting an informational worksheet with their penal fine checks, and they should be receiving the interest accrued on the penal fine funds if they are paid once a year.

Unfinished Business

There was no unfinished business for this Governing Board meeting.

New Business**Bath Township Public Library Request to Join**

The cooperative office received a resolution from the Bath Township Board, approved at their February meeting, requesting to join the Woodlands Cooperative effective October 1, 2018. It was moved to approve the membership request from the Bath Township Public Library. (Moved: Townshend, Second: Raduazo. Motion: Carried.)

Break

The Board did not take a break.

Next meeting


The next Governing Board meeting will be May 17, 2018 at 5:00 pm at the Albion District Library.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

There was a motion to adjourn the meeting at 6:10 pm. (Moved: Raduazo, Second: Westbrook: Motion: Carried.)


Elizabeth Raduazo, Woodlands Library Cooperative
Governing Board Vice-President