

**WOODLANDS LIBRARY COOPERATIVE
GOVERNING BOARD**

July 19, 2018

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:00 pm by President Anne Good at the Albion District Library.

Roll Call

Governing Board members present:

Anne Good – Burr Oak Township Library
Carol Walker – Delta Township District Library
Randy Westbrook – Milan Public Library
Larry Gregory – Monroe County Library System
Peggy Townshend – Lenawee District Library

Governing Board members absent:

Cindy Goodrich – Constantine Township Library (Excused)
Colleen Mauren – Portland District Library (Unexcused)
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: Westbrook, Second: Walker. Motion: Carried)

Minutes

It was moved that the minutes of March 15, 2018 be approved as posted. (Moved: Westbrook, Second: Gregory, Motion: Carried)

Financial Report

Approve March, April, May & June Bills

The March Financial Statement shows income as \$152,332.71, and expenses as \$191,652.64, for a balance of -\$39,319.93. Pass through income is \$69,171.21 and expenses are \$41,507.08, for a total balance of -\$11,655.80. The bills for March are \$23,938.06.

The April Financial Statement shows income as \$152,342.71 and expenses of \$226,105.10, for a balance of -\$73,762.39. Pass through income is \$69,171.91, and expenses are \$53,168.50, for a total balance of -\$57,758.98. The bills for April are \$46,113.88.

The May Financial Statement shows income as \$202,464.14, and expenses as \$242,175.29, for a balance of -\$39,711.15. Pass through income is \$69,334.02 and expenses are \$58,250.71, for a total balance of -\$28,627.84. The bills for May are \$21,152.40.

The June Financial Statement shows income as \$279,457.53, and expenses as \$264,963.52, for a balance of \$14,494.01. Pass through income is \$69,472.80 and expenses are \$63,678.10, for a total balance of \$20,288.71. The bills for June are \$28,215.62.

It was moved that the March, April, May and June financial reports be received and placed on file. (Moved: Westbrook, Second: Townshend, Motion: Carried.)

Budget Adjustment

The 722.00 Dental and 982.07 Software lines need to be increased due to increased spending out of those accounts. It was moved to increase 722.00 Dental to \$ 1,100 and 982.07 Software to \$5,000, and decrease 999.00 Contingency to \$26,971.00 to cover the increases. (Moved: Townshend, Second: Walker. Motion: Carried.)

Communications

Woodlands received a letter from Elizabeth Raduazo, Governing Board member, resigning from the Board due to moving from the Jackson area. The Woodlands office received thank you notes from Waldron District Library and Mulliken District Library in appreciation of the mini-grants and our services. Kate also received a thank you note from Jane Poczatek, Woodlands Board member and member of the Tecumseh District Library Board, for giving her the opportunity to attend National Library Legislative Day and participate in national library advocacy.

Director's Report

- Kate has updated the Woodlands Fact Worksheet using the most current state aid report statistics, and distributed a copy to the Board. She is also working on a return on investment worksheet with statistics for each library.
- Woodlands received a copy of a board resolution from the Hillsdale Community Library requesting that their membership be reinstated. The Woodlands Board does not need to act on this resolution. The Bath Township Public Library will become a member in October and Kate has been working with the new Director there.
- Kate attended the Public Library Association conference in Philadelphia and reported it was a good conference despite the reduced attendance of both attendees and vendors due to inclement weather. She talked with a few of the vendors we already use and visited the booths of others we might be interested in. She also reported that she did some networking and that the speakers were very engaging. She got to visit the New York Public Library.
- She's been out visiting a lot of member libraries including talking to the new director at Putnam District Library, a millage training at the Marshall District Library, a board training for the White Pigeon Township Library that included all the St. Joseph County libraries, and the Eaton Rapids Public Library who are considering becoming a district library. She visited the Delta Township District Library's Story Walk at a local park that was funded with a Woodlands mini grant. She attended the Potterville Benton Township District Library's new renovation Open House, talked to the new director at the Clinton Township Public Library, and did a board orientation for the Jonesville District Library.
- Kate and six other representatives from Woodlands attended the National Library Legislative Day in Washing, DC and they got to meet with all of our representatives. Kate encourages member libraries to invite elected officials to attend events at their library so they can see how important library services are to their communities. Next year the National Library Legislative Day is at the same time as the American Library Association Conference in DC.
- The Woodlands mobile laptop training lab was used at the Small and Rural Librarians Conference. Our logo was displayed every time the equipment was used giving us good exposure. The highlight of the conference was that Kate got to introduce the winner of this year's Librarian of the Conference Award, which went to Angela Semifero, Director of the Marshall District Library.
- Woodlands will host a viewing party of the ALA webinar *How to Respond to a Security Incident in Your Library*, presented by Dr. Steve Albrecht. We currently have 16 signed up, and it's free for our members and \$5.00 for non-members.

- The Michigan Cooperative Director's Association hosted a webinar by Anne Seurynck on the *Top 5 Policies for Libraries*. Kate thanked Trevor VanValkenburg for his effort on Woodlands building maintenance workshop. The workshop attendees determined an email support group was needed for future building maintenance issues that might arise so they could work together for solutions.
- The opening of the MLA health insurance group is still on hold. Librarians now qualify to take advantage of insurance discounts from the Meemic Insurance Company, who offers discount insurance services to educators.

Advisory Council Report

The minutes of the June Advisory Council meeting, held at the Lenawee District Library, were distributed to the Board members.

Committee Reports

Children & Teen Services

The Children & Teen Service Committee sponsored a webinar about how libraries can support teens with nontraditional sexual identity called *Quiltbag: Welcoming and Supporting LGBTQ+ Teens in the Library*. Woodlands had 35 people register for the webinar and the evaluations were very positive. It was the first time Kate handled the technical side of a webinar and everything went smoothly. The committee is still working on creating maker kits for members to borrow. The committee would also like to bring in renowned speaker Leonard Sax, who presents on gender and getting boys to read.

Continuing Education

The Continuing Education Committee hosted a building workshop at the Meijer Branch of the Jackson District Library. In the morning presenters talked about the ups and downs of building maintenance DIY, and in the afternoon they had a panel of speakers who talked about fund raising and the execution of renovations and building projects.

Personnel Committee

The Personnel Committee Chair will be sending out Kate's electronic evaluation soon. She encourages everyone to take the time to complete it.

Planning & Evaluation

The Planning & Evaluation Committee will meet on July 31, 2018 to review Kate's draft budget, and then recommend it to the Advisory Council for approval. The reviewed draft budget will be presented at the August Advisory Council meeting, and after discussion it will be recommended for approval at the September Governing Board meeting.

eResources

The eResources Committee has participated in several online product trials. The committee decided to stay with OverDrive, and not to move to Cloud Library because of Kindle user issues. For next year Kate has budgeted to offer all our members Mango languages, online language tutorials, and is keeping the \$25,000 for purchasing OverDrive materials. Ancestry.com is now self-sustaining and doesn't need extra funding from the cooperative budget. The committee would also like to hold a mini-digipalooza, a workshop for member staff on using our OverDrive service.

Penal Fines Task Force

The Penal Fine Task Force met at the Delta township District Library on Monday, July 16. A meeting that was held in May with the library directors of Eaton county and the county officials, was discussed. The county officials found the meeting very useful, as a lot of them didn't know how libraries are funded and how penal fines affect library budgets. One of the goals of the task force is to develop educational materials to share with library boards, judges, and other county officials involved in the collection and distribution of penal fines.

Unfinished Business

There was no Unfinished Business at this Governing Board meeting.

New Business

Elect Replacement Vice-President

The current Vice-President Elizabeth Raduazo resigned from the Board. The Board is required to elect a new Vice-President to serve until regular elections at the September Annual meeting. Westbrooks nominated Townshend as Vice-President. Walker moved to close nominations and the Board Chair announced to accept the nomination by acclamation.

Break

The Board did not take a break.

Next meeting

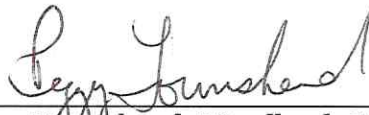
The next governing board meeting will be September 20, 2018 at 5:00 pm at Jackson District Library-Meijer Branch.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

There was a motion to adjourn the meeting at 6:13 pm. (Moved: Townshend, Second: Westbrooks: Motion: Carried.)



Peggy Townshend, Woodlands Library Cooperative
Governing Board Vice-President