



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, September 20, 2018
Jackson District Library Meijer Branch

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:00 pm by 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
Randy Westbrook – Milan Public Library
Peggy Townshend – Lenawee District Library

Governing Board members absent:

Larry Gregory – Monroe County Library System (Excused)
Colleen Maureen (Unexcused)
Jane Poczatek – Tecumseh District Library (Excused)

Others present:

Wayne Summers – DeWitt District Library
Sara Tackett – Jackson District Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Agenda

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

Minutes

It was moved that the minutes of July 19, 2018 be approved as posted. (Moved: Townshend, Second: Westbrook, Motion: Carried)

Personnel Committee Report

Sara Tackett, Personnel Committee Chair, reported that 26 members and Governing Board members responded to Kate's online Annual Performance Review. A summary of evaluation comments was distributed to the Board. Overall Kate's evaluation was very positive, and a few areas for improvement were identified.

Financial Report

Approve July & August Bills

The July Financial Statement shows income as \$453,958.45, and expenses as \$412,138.97, for a balance of \$41,819.48. Pass through income is \$89,133.51 and expenses are \$74,502.12, for a total balance of \$56,450.87. The bills for July are \$157,999.47.

The August Financial Statement shows income as \$604,067.58 and expenses of \$449,114.09, for a balance of \$154,953.49. Pass through income is \$89,179.81, and expenses are \$79,091.87, for a total balance of \$165,041.43. The bills for August are \$41,564.87.

It was moved that the July and August financial reports be received and placed on file. (Moved: Walker, Second: Westbrook, Motion: Carried.)

Budget Adjustment

Several line items required a minor adjustment to bring the account line back to under budget. The largest adjustment was for 809.00 Delivery Statewide, with an increase of \$10,000. It was moved to approve the budget adjustment as discussed. (Moved: Walker, Second: Goodrich. Motion: Carried.)

Communications

Woodlands received newsletters from Jackson District Library and Waldron District Library.

Director's Report

- Woodlands hosted a webinar viewing party at the Albion District Library and had 16 attend. The webinar was provided by the American Library Association and featured Dr. Steve Albrecht presenting on *How to Respond to a Security Incident in Your Library*. Woodlands provided the location and refreshments.
- Kate is on the MCLS Executive Director Search Committee. She has been busy with pre-interviews and conference calls, and they are now down to two candidates.
- The Collaborative Partners are sponsoring an ADA compliance workshop, and Kate's task is the marketing. The workshop is on November 9, 2018 in Grand Rapids.
- Advisory Council was at the Schoolcraft Community Library in August. Teleconferencing has not been working well at the meetings with Skype, so we will be trying Zoom for now with audio only.
- Kate took a week of vacation.
- Kate has also spent a lot of time talking to vendors about upcoming services.
- She has several meetings with member libraries scheduled, and she will be providing new member directors with an orientation on cooperative services.

Advisory Council Report

The Advisory Council minutes will be posted online and sent to Board members.

Committee Reports

Children & Teen Services

The Children and Teen Services committee are planning a workshop in collaboration with Marshall District Library on storytelling and music, at the Fredonia Township Hall on November 2, 2018. The workshop is titled *Move, Groove and Sing A Story with Jenifer Strauss and Beverly Meyer*.

Continuing Education

The Continuing Education Committee has not met.

Planning & Evaluation

The Planning & Evaluation committee met and worked on the draft 2018-19 budget, which will be discussed under New Business. They are recommending several new services.

eResources

Committee Chair Tom Moore, Delta Township District Library, had a meeting with an OverDrive representative to discuss their services. OverDrive is looking into a pilot project to combine collections statewide.

Penal Fines Task Force

The Penal Fines Task Force is developing an advocacy toolkit to educate everyone involved in the penal fine process. The toolkit will be online so the information can be kept current. They will also try to encourage townships to provide their libraries with more information when they

distribute the penal fine checks. Other cooperative directors are now collecting penal fine data from their members.

Unfinished Business

There was no Unfinished Business for this Board meeting.

New Business

Review and Approve 2018-19 Draft Budget

The Planning and Evaluation Committee met and discussed the draft budget, and recommended it to the Advisory Council for approval. The Advisory Council met in August and also recommends approval of the draft 2018-19 budget as presented. The Board reviewed and discussed the budget, and went over the Budget narrative that Kate developed. It was moved to approve the 2018-19 Budget as recommended by the Planning and Evaluation Committee and Advisory Council. (Moved: Townshend, Second: Walker. Motion: Carried.)

Approve Service Contracts

The Board discussed the service contracts. It was moved to approve the delivery contracts for Branch District Library, Jackson District Library, and Monroe County Library System, and the Fiscal Services Contract and Automation Services Contract both with Monroe County Library System. (Moved: Westbrooks, Second: Goodrich. Motion: Carried.)

The delivery contract with the Lenawee District Library was approved separately due to conflict of interest with Board representation. It was moved to approve the delivery contract with the Lenawee District Library. (Moved: Goodrich, Second: Westbrooks. 4-Yeas, 1-Townshend Abstained. Motion: Carried.)

Approve Member Contracts

All 50 Membership Contracts were received prior to this meeting and can be approve together. It was moved to approve all 50 membership contracts for 2018-19. (Moved: Westbrooks, Second: Goodrich. Motion: Carried.)

Calendar for Governing Board Meetings

The Board meets the third Thursday, every other month at 5:00 pm. The dates for the 2018-19 year include November 15, 2018, and in 2019, January 17, March 21, May 16, July 18, and September 19. It was moved to approve the Board meeting dates for 2018-19. (Moved: Townshend, Second: Westbrooks. Motion: Carried.)

Break

The Board did not take a break.

Election of Officers

The Board talked about the election of officers. Townshend volunteered to serve as president, Westbrooks volunteered to serve as vice-president, and Goodrich volunteered to serve as Secretary/Treasurer. It was moved to approve the slate of officers as Townshend President, Westbrooks Vice-President, and Goodrich as Secretary/Treasurer. (Moved: Walker, Second: Good. Motion: carried.)

Volunteers for the Personnel Committee will be addressed at the November meeting.

Honor Board Retirees

The Board honored Carol Walker, Delta Township District Library, and Anne Good, Burr Oak Township Library, for serving on the Board. They received Certificates of Appreciation. Jane Poczatek, Tecumseh District Library, was not able to attend the meeting but indicated she would be attending the November meeting to say good bye, and will be honored then.

Public Participation

Kate welcomed Wayne Summers, DeWitt District Library, to the Woodlands Governing Board.

Next meeting

The next Governing Board meeting will be Thursday, November 15, 2018 at Marshall District Library.

Adjourn

The Governing Board meeting was adjourned at 6:25 pm.

A handwritten signature in cursive script, appearing to read "Peggy Townshend", is written above a horizontal line.

Peggy Townshend, Woodlands Library Cooperative
Governing Board President