



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, January 17, 2019

MINUTES

Order

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

Roll Call

Governing Board members present:

Allen Henson – Albion District Library
Wayne Summers – DeWitt District Library
Elli Blonde – Jackson District Library
Peggy Townshend – Lenawee District Library
Randy Westbrook – Milan Public Library
Randy Kuckuck – Monroe County Library System
Mary Leik – Portland District Library

Governing Board members absent:

Patsy Hart – Litchfield District Library

Others present:

Cindy Goodrich – Former Board Member
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Agenda

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

Minutes

It was moved that the September 20, 2018 minutes be approved as posted. (Moved: Summers, Second: Kuckuck, Motion: Carried)

Review & Approve 2017-18 Audit

Deb Sabo, 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 2017-18 audit as presented. (Moved: Blonde, Second: Leik. Motion: Carried.)

Financial Report

Approve September, October, November and December Financial Report

The September Financial Statement shows income as \$604,067.58, and expenses as \$538,268.42, for a balance of \$65,799.16. Pass through income is \$89,297.03 and expenses are \$86,275.18, for a total balance of \$68,821.01. The bills for September are \$96,319.56. The October Financial Statement shows income as \$1,505.00 and expenses of \$81,712.76, for a balance of -\$80,207.76. Pass through income is \$37,129.96, and expenses are \$28,025.05, for a total balance of -\$71,102.85. The bills for October are \$109,737.81.

The November Financial Statement shows income as \$1,845.00, and expenses as \$177,597.35, for a balance of -\$175,752.35. Pass through income is \$37,228.22 and expenses are \$28,030.05, for a total balance of -\$166,554.18. The bills for November are \$95,889.59.

The December Financial Statement shows income as \$2,070.00 and expenses of \$207,827.46, for a balance of -\$205,757.46. Pass through income is \$38,944.64, and expenses are \$29,667.76, for a total balance of -\$196,480.58. The bills for December are \$31,867.82.

It was moved to approve the September, October, November and December financial reports and bills. (Moved: Leik, Second: Henson, Motion: Carried.)

Communications

The Woodlands office received newsletters from Jackson District Library, Schultz-Holmes Memorial Library and Jonesville District Library.

Director's Report

Honor Members Leaving the Board

Three of Woodlands Board members have left the board, and were recognized for their service. Kate thanked Jane Poczatek, who could not attend the meeting, and Cindy Goodrich for their valuable contributions. The third Board member who is leaving has been an outstanding representative for the Monroe County Library System. Kate announced that Laurence Gregory, who has been on the Woodlands Board for 19 years, will receive the Spirit of Woodlands Award. The Spirit of Woodlands Award is awarded by the cooperative Director to individuals who go above and beyond what is expected of them. Larry was unable to attend this meeting, so he will receive his award at a later date.

- Kate distributed a handout to the Board that listed Membership Privileges. Member's Boards often ask what they get for being a member of the cooperative. This sheet will also go to each library.
- Kate has been elected the Chair of the Cooperative Director's Association. Out of 11 cooperatives, three have Director's that are retiring. They have hired a facilitator to help identify their strengths and weaknesses using the SOAR method.
- The cooperative staff reviewed the National Insurance Services health insurance offered through the Michigan Library Association. It was determined at this time to not get insurance through them, but might be a possibility for next year.
- Kate visited directors, or offered board training, to Bath Township Public Library, Camden Township Library, DeWitt District Library, Milan Public Library, Litchfield District Library, and Eaton Rapids District Library.
- Kate attend the MLA Conference, and attended the audit meeting in Monroe. She is on the Midwest Collaborative for Library Services Board. She is also on the MCLS New Executive Director Search Committee, and has attended many meetings and interviews of prospective candidates.
- Kate announced there will not be a Library Legislative Day in Washington D.C. this year. The ALA National Conference will be held there during that time, and they have identified a group to lobby on behalf of libraries.
- Kate took two weeks of vacation over the Holidays.

Advisory Council Report

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

Committee Reports**Children & Teen Services**

The Children & Teen Services Committee will host a webinar titled *One Size Does Not Fit All*. This webinar will focus on programming for patrons with spectrum disorders. There are 38 registered so far. The committee plans to meet to develop more training opportunities.

Continuing Education

The Continuing Education Committee and the Marshall District Library co-sponsored a workshop in November on how to provide a better story hour, and had more than 60 people attend. The workshop, *Move, Groove, & Sing a Story*, was expertly presented by Jenifer Strauss and Beverly Meyer. The committee plans to meet to plan upcoming workshops. One training idea they plan to explore is a community engagement workshop, which will teach libraries how to reach out to their community to ask them what services it needs from the library.

Planning & Evaluation

The Planning & Evaluation Committee had no report.

Personnel Committee

The Personnel Committee had no report.

eResources

The eResources Committee met in December and discussed how to handle the decrease in available titles in OverDrive when titles from Penguin Random House expire. One proposal is to increase the cents per capita each library pays for materials to purchase additional items. The committee is also planning an OverDrive workshop, which will cover many topics like how to use MARC records for items in OverDrive, how to use the Reports feature for statistics, and where to locate promotional materials.

Penal Fines Task Force

The Penal Fines Task Force has not met, but Kate developed a document on the History of Penal Fines. She has also developed a draft web page on Penal Fines, which will reside on Woodlands website account. The main goal of the Task Force is to develop tools to educate library boards, judges, county clerks, and anyone else who is involved in the process of collecting and distributing penal fines to libraries. Another goal is to recommend standard practices for everyone to follow.

Unfinished Business

There was no Unfinished Business for this Governing Board meeting.

New Business**Election of Secretary/Treasurer**

Wayne Summers volunteered to serve as Secretary/Treasurer. It was moved to close nominations, and approve Summers as Secretary/Treasurer. (Moved: Henson, Second: Westbrooks. Motion: carried.)

Appoint Members to Personnel Committee

Randy Westbrooks, Elli Blonde, and Allen Henson volunteered to serve on the Personnel Committee.

Break

The Board did not take a break.

Next meeting

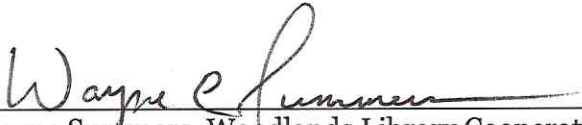
The next governing board meeting will be Thursday, March 21, 2019 at the Albion District Library.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

There was a motion to adjourn the meeting at 6:15 pm. (Moved: Leik, Second: Blonde: Motion: Carried.)


Wayne Summers, Woodlands Library Cooperative
Governing Board Secretary/Treasurer