



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

November 21, 2019
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 Randy Kuckuck at the Marshall District Library. The meeting was taken over by President Randy Westbrooks on his arrival.

Roll Call

Governing Board members present:

Allen Henson – Albion District Library
Martha Watson – Branch District Library
Wayne Summers – DeWitt District Library
Randy Westbrooks – Milan Public Library
Randy Kuckuck – Monroe County Library System
Mary Leik – Portland District Library
Christy Trigg – Putnam District Library

Governing Board members absent:

Jackie Barber – Jackson District Library (excused)
Patsy Hart – Litchfield District Library (excused)

Others present:

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

Review & Approve 2018-19 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 staff at both Monroe and Woodlands are very organized and cooperative. It was moved to accept the 2018-19 audit as presented. (Moved: Summers, Second: Leik. Motion: Carried.)

Agenda

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

Minutes

It was moved that the minutes of September 19, 2019 be approved as posted. (Moved: Trigg, Second: Kuckuck, Motion: Carried)

Financial Report

Approve September & October Bills

The September Financial Statement shows income as \$783,165.63, and expenses as \$713,491.89, for a balance of \$69,673.74. Pass through income is \$91,641.12 and expenses are \$84,942.34, for a total balance of \$76,372.52. The bills for September are \$160,703.98.

The October Financial Statement shows income as \$150,750.00 and expenses of \$30,661.81, for a balance of \$120,088.19. Pass through income is \$34,212.58, and expenses are \$29,371.97, for a total balance of \$124,928.80. The bills for October are \$60,033.78.

It was moved that the September and October financial reports be received and placed on file.
(Moved: Summers, Second: Leik, Motion: Carried.)

Communications

Newsletters were received from the Jonesville District Library and the Schultz-Holmes Memorial Library. Kate also receives several electronic newsletters from members.

Director's Report

- Kate visited the new director at the Bellevue Township Library.
- Kate attended the audit meeting in Monroe, and got to tour their new book mobile.
- Kate viewed webinars on website accessibility, and learned about providing machine readable text descriptions for visually impaired users for the Woodlands website. Libraries need to be proactive concerning ADA compliance.
- The Michigan Library Association will host a statewide Legislative Day on April 22, 2020. They will provide training on meeting representatives, then visit the Capital. Woodlands might furnish bus transportation if we get enough interest.
- Woodlands plans to take a contingency to the National Library Legislative Day in Washington, D.C. in May 2020. Applications will be available after January 1, 2020, and board members are eligible to participate. Woodlands will cover registration and lodging. It is a two-day event with training on the first day, and representative visits on the second day.
- Woodlands has a new committee term starting in October. Kate will get volunteers selected for committees, and encourage continuing committee work.
- The American Library Association Conference will be in Chicago in June 2020. Many vendors provide free passes to the exhibits. Woodlands might charter a one-day bus, which would pick up participants at three locations in our service area.
- Kate helped the Stair District Library with their strategic planning.

Advisory Council Report

The October Advisory Council minutes were distributed to the board members.

Committee Reports

Children & Teen Services

The Children and Teen Services Committee Chair Cory Grimminck, director at the Portland District Library, presented a webinar on inexpensive and free author visits for 35 attendees. The committee is planning a Beginning Workshop for Youth Services staff in March.

Continuing Education

The Continuing Education Committee will hold a workshop on community engagement featuring David Votta. The eResources Day workshop was cancelled due to lack of interest.

Planning & Evaluation

The Planning & Evaluation Committee has not met.

Personnel Committee

The Personnel Committee has not met. The board recommended to Kate researching sample copies of director contracts from other cooperatives.

eResources

The eResources Committee has not met. They continue to develop the OverDrive collection.

Penal Fines Task Force

The Penal Fines Task Force committee has not met. The Michigan Library Association has a new director who is interested in continuing to look into penal fine issues. The documentation libraries receive with their payments is inconsistent.

Unfinished Business

Approve Change to Bylaws to Include Virtual Meetings

It was moved to approve the proposed changes to the Bylaws to allow for virtual attendance at board meetings. (Moved: Summers, Second: Henson.)

After discussion, several changes were recommended to the proposed language. Below is the updated language for inclusion in the Bylaws.

Section 8, letter g

Physical presence at Governing Board meetings continues to be the preferred method of participation. Virtual presence at a meeting may be made by conference telephone or any similar communications equipment through which all persons participating can:

1. Communicate with each other;
2. Hear and/or see the remote attendee, and
3. Vote.

The Governing Board member chairing the meeting must be physically present.

It was moved to accept the recommended changes to the proposed language to include virtual attendance at board meetings. (Moved: Kuckuck, Second Summers. Motion: Carried)

New Business

There was no New Business for this meeting.

Break

The Board did not take a break.

Next meeting

The next Governing Board meeting will be January 16, 2020 at the Albion District Library, 501 S. Superior Street, Albion.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

There was a motion to adjourn the meeting at 6:30 pm. (Moved: Henson, Second: Leik: Motion: Carried.)



Wayne Summers, Woodlands Library Cooperative
Governing Board Secretary/Treasurer