



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, September 19, 2019
Jackson District Library Meijer Branch

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:02 pm by President Peggy Townshend.

Roll Call

Governing Board members present:

Wayne Summers – DeWitt District Library
Peggy Townshend – Lenawee District Library
Randy Westbrook – Milan Public Library
Randy Kuckuck – Monroe County Library System
Mary Leik – Portland District Library
Christy Trigg – Putnam District Library (via phone)

Governing Board members absent:

Allen Henson – Albion District Library (unexcused)
Patsy Hart – Litchfield District Library (unexcused)

Others present:

Sara Tackett – Jackson District Library
Jackie Barber – 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: Leik, Second: Westbrook. Motion: Carried)

Minutes

It was moved that the minutes of July 19, 2019 be approved as posted. (Moved: Leik, Second: Westbrook, Motion: Carried)

Personnel Committee Report

Sara Tackett, Personnel Committee Chair, reported that 36 members and Governing Board members responded to Kate's online Annual Performance Review. Sara gave a summary of evaluation results, including members remarks that Kate is caring and tactful, and Woodlands is providing beneficial services to the members. Overall Kate's evaluation was very positive. It was suggested that Kate set up a schedule to visit libraries. The Board requests that the Personnel Committee review Kate's contract and bring it in line with Personnel Policy, and that Kate provide a wage comparison of other cooperative directors to keep her wages in line with her peers. The Board recommended a 1.5% pay increase to match the current CPI for Kate. (Motion: Summers, Second: Westbrook. Motion: Carried.)

Financial Report

Approve July & August Bills

The July Financial Statement shows income as \$616,409.74, and expenses as \$515,163.24, for a balance of \$101,246.50. Pass through income is \$91,458.97 and expenses are \$72,227.30, for a total balance of \$120,478.17. The bills for July are \$77,921.03.

The August Financial Statement shows income as \$783,165.63 and expenses of \$560,594.82, for a balance of \$222,570.81. Pass through income is \$91,588.32, and expenses are \$77,135.43, for a total balance of \$237,023.70. The bills for August are \$50,339.71.

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

Budget Adjustment

Several line items required a minor adjustment to bring the account line back to under budget.

It was moved to approve the budget adjustment as indicated by the chart below. (Moved: Summers, Second: Westbrooks. Motion: Carried.)

Budget Adjustment

Account	Item	Original Budget	Increase	Decrease	New Budget
718.00	Retirement	\$10,903	\$1		\$10,904
719.00	Worker's Comp	\$273	\$10		\$283
722.00	Dental Ins	\$1,473	\$35		\$1,508
723.00	Long-term Disability	\$371	\$50		\$421
808.00	Delivery	\$80,598	\$2,900		\$83,498
809.00	Delivery Statewide	\$123,670	\$4,400		\$128,070
812.03	Mango Languages	\$43,950	\$50		\$44,000
828.00	Memberships	\$2,100	\$700		\$2,800
852.01	Phone, Fax & Conf Serv	\$1,680	\$50		\$1,730
999.00	Contingency	\$20,617		\$8,196	\$12,421
Totals			\$8,196	\$8,196	

Communications

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

Director's Report

- Kate reported she helped Tecumseh District Library finalize their strategic plan. Next weekend she will assist Stair District Library with their strategic planning.
- She told the board that she provides strategic planning assistance free for members. She has also taken conflict resolution training.
- Woodlands is in the process of forming committees for the next 2-year term from 2019-21.
- Woodlands is also developing an eResources Training day. Vendors will help with the training, and OverDrive will pay for the lunch.

Advisory Council Report

Kate announced that the October meeting will be at the Jackson District Library Concord Branch and the December meeting at the JDL Eastern Branch.

Committee Reports

Children & Teen Services

The Children and Teen Services Committee hosted a coding and robotics webinar. The webinar was presented by Jim Huggins from Kettering University and taught librarians activities they could do with young patrons. Kate is in the process of organizing a STEM Maker Kit to circulate to members. The committee is organizing a Beginning Workshop for Youth Librarians for March and will offer various programming topics.

Continuing Education

The Continuing Education Committee needs to solidify plans for a Spring workshop on Community Engagement. Woodlands held a viewing party entitled *Security for Rural Libraries: Staying Safe at Work When Help is Far*, and had 10 people attend. Woodlands bought a viewing license and would like to host additional viewing parties using the archived webinar. The Hillsdale County librarians expressed an interest in hosting one of these.

Planning and Evaluation

The Planning and Evaluation Committee met in July and reviewed the draft 2019-20 budget. The budget is recommended to the Board for approval.

eResources

The eResources Committee will host an eResources Training Day on October 29, 2019. The morning will be about everything OverDrive and will be facilitated by OverDrive staff, including the topics of how to load OverDrive MARC records, and free marketing resources. The afternoon topics will include Consumer Reports, Ancestry Library Edition, and new and improved MeL Resources. Woodlands members will have registration priority and it is intended for all library staff.

Penal Fines Task Force

The Penal Fines Task Force would like to see standardized reporting practices and documentation that would be received by libraries with penal fines checks. The Michigan Library Association has a new director, and once she gets acclimated to her position, opportunities for improvement in the penal fine process might be explored.

Unfinished Business

There was no unfinished business at the board meeting.

New Business

Update Bylaws to Allow Remote Meeting Attendance

The board discussed the proposed wording for the update to the Bylaws allowing for remote meeting attendance. It was moved to approve the proposed language to include in the Bylaws for remote access for meetings. (Moved: Westbrooks, Second: Kuckuck. Motion: Carried.) After discussion of allowing remote access to meetings several questions and concerns were identified and the board decided additional research on the matter would need to be addressed. It was moved to table this discussion until the January meeting to allow for additional research into several issues. (Moved: Westbrooks, Second: Leik. Motion: Carried.)

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 2019-20 budget as presented. The Board reviewed and discussed the budget proposal. It was moved to approve the 2019-20 Budget as recommended by the Planning and Evaluation Committee and Advisory Council. (Moved: Leik, Second: Westbrooks. Motion: Carried.)

Service Contracts

The Board discussed the service contracts Woodlands has with the Monroe County Library System for automation and fiscal services, and delivery to branches for Lenawee District Library, Branch District Library, Jackson District Library, and Monroe County Library System. Some of the contracts need to be approved separately due to a possible conflict of interest with board members representing libraries that have these financial contracts with Woodlands.

It was moved to approve the delivery, automation, and fiscal services contracts for the Monroe County Library System. (Moved: Leik, Second: Westbrook, Abstain: Kuckuck. Motion: Carried.)

It was moved to approve the delivery contract with the Lenawee District Library. (Moved: Westbrook, Second: Leik, Abstain: Townshend. Motion: Carried.)

It was moved to approve the delivery contracts with Branch District Library and Jackson District Library. (Motion: Westbrook, Second: Kuckuck. Motion: Carried.)

Member Contracts

All 50 Membership Contracts were received prior to this meeting and can be approved together.

It was moved to approve all 50 membership contracts for 2019-20. (Moved: Westbrook, Second: Kuckuck. Motion: Carried.)

Calendar for Governing Board Meetings

The Board meets the third Thursday, every other month at 5:00 pm. The dates for the 2019-20 year include November 21, 2019, and in 2020, January 16, March 19, May 21, July 16, and September 17. It was moved to approve the Board meeting dates for 2019-20. (Moved: Leik, Second: Westbrook. Motion: Carried.)

Break

The board did not take a break.

Election of Officers

President, Vice President, Secretary/Treasurer

The Board talked about the election of officers. Randy Westbrook volunteered to serve as president, Randy Kuckuck volunteered to serve as vice-president, and Wayne Summers volunteered to remain as Secretary/Treasurer. It was moved the nominations be closed. (Moved: Westbrook, Second: Kuckuck. Motion: Carried.) It was moved to approve the slate of officers as Westbrook President, Kuckuck Vice-President, and Summers as Secretary/Treasurer and to accept by acclamation. (Moved: Kuckuck, Second: Westbrook. Motion: Carried.)

Three volunteers needed for Personnel Committee 2019 - 2021

The volunteers for the upcoming Personnel Committee term are Christy Trigg, Mary Leik, and Randy Kuckuck.

Honor Board Retirees

The Board honored Peggy Townshend, Lenawee District Library, for serving on the Board and providing support for the the Woodlands Library Cooperative. She was provided a Certificate of Appreciation. Elli Blonde, Jackson District Library, has also left the board due to moving to a location outside the Jackson District Library service area. A Certificate of Appreciation will be sent to her as well.

Public Participation

There was no public participation at the board meeting.

Next Meeting

The next Governing Board meeting will be Thursday, November 21, 2019 at Marshall District Library, 124 W. Green Street, Marshall, at 5:00 pm.

Adjourn

It was moved to adjourn the Governing Board meeting at 6:20 pm. (Moved: Westbrooks, Second: Leik. Motion: Carried.)



Wayne Summers, Woodlands Library Cooperative
Governing Board Secretary/Treasurer