



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, July 16, 2020
Virtual Meeting

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:01 pm by President Randy Westbrooks.

Roll Call

Governing Board members present:

Allen Henson – Albion District Library
Martha Watson – Branch District Library
Wayne Summers – DeWitt District Library
Jacqueline Barber – Jackson District Library
Randy Westbrooks – Milan Public Library
Beth LaPensee – Monroe County Library System
Patsy Hart – Litchfield District Library
Mary Leik – Portland District Library
Christy Trigg – Putnam District Library

Others present:

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

Agenda

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

Minutes

It was moved that the minutes November 21, 2019 be approved as posted. (Moved: Watson, Second: Leik, Motion: Carried)

Financial Report

State Aid was fully funded this year, which will bring Woodlands income up in the July financial report to where it was projected to be. The eResources committee will be putting together a proposal for an increase for OverDrive, which will be discussed at the September meeting. A budget adjustment will be necessary for line 812.00 OverDrive.

Approve November, December, January, February, March, April, May & June Bills

The November Financial Statement shows income as \$150,766.35, and expenses as \$155,047.70, for a balance of - \$4,281.44. Pass through income is \$34,230.18 and expenses are \$29,371.97, for a total balance of \$576.77. The bills for November are \$124,385.98.

The December Financial Statement shows income as \$150,766.35 and expenses of \$190,329.77, for a balance of - \$39,563.42. Pass through income is \$56,841.88, and expenses are \$29,371.97, for a total balance of - \$12,093.51. The bills for December are \$35,281.98.

The January Financial Statement shows income as \$150,766.35, and expenses as \$236,781.31, for a balance of - \$86,014.96. Pass through income is \$61,354.13 and expenses are \$33,165.12, for a total balance of - \$57,825.95. The bills for January are \$50,244.69.

The February Financial Statement shows income as \$150,822.53, and expenses as \$268,720.58, for a balance of - \$117,898.05. Pass through income is \$61,532.63 and expenses are \$35,586.11, for a total balance of - \$91,951.53. The bills for February are \$34,360.26.

The March Financial Statement shows income as \$314,864.61, and expenses as \$321,444.47, for a balance of - \$6,579.86. Pass through income is \$61,828.23 and expenses are \$36,425.28, for a total balance of \$18,823.09. The bills for March are \$53,563.06.

The April Financial Statement shows income as \$334,359.00, and expenses as \$358,108.80, for a balance of - \$23,749.80. Pass through income is \$71,792.12 and expenses are \$37,103.92, for a total balance of \$10,938.40. The bills for April are \$37,342.97.

The May Financial Statement shows income as \$390,084.78, and expenses as \$388,867.86, for a balance of \$1,216.92. Pass through income is \$71,792.12 and expenses are \$37,103.92, for a total balance of \$35,905.12. The bills for May are \$30,759.06.

The June Financial Statement shows income as \$478,245.47, and expenses as \$407,843.71, for a balance of \$70,401.76. Pass through income is \$75,356.22 and expenses are \$50,348.77, for a total balance of \$95,409.21. The bills for June are \$32,918.70.

It was moved that the financial reports from November through June be received and placed on file. (Moved: Watson, Second: Henson, Motion: Carried.)

Budget Adjustment

There are two budget adjustments necessary. The first is increasing line item 716.00 Medical Insurance Opt-Out to include the approved 1.5% yearly increase, and second 812.03 Mango Languages which was \$2,250 over the projected expense amount.

It was moved to increase 716.00 Medical Insurance Opt-Out by \$145, and to increase 812.03 Mango Languages by \$2,250. To offset the increases, a decrease in 999.00 Contingency by \$2,395 was suggested. (Moved: Watson, Second: Hart. Motion: Carried)

Communications

Woodlands has received several newsletters which have been filed.

Director's Report

- Kate reported she has been very busy, but in a different way than before the shutdown. She has been answering a lot of questions from members about the shutdown, then about how to reopen. The state has been having virtual Friday meetings for all the librarians in Michigan.
- Woodlands helped members purchase thermometers at a discount.
- Strategic Planning for Adrian District Library and Putnam District Library provided by Kate has been put on hold for now.
- Kate is working to get Woodlands strategic planning planned. She is getting quotes and thinks the majority of the work will be done virtually. After she gets quotes she will work with the P&E committee to get a facilitator selected. She hopes to start the strategic planning process in late fall or early winter.
- There has been a nationwide movement in libraries, who have been trying to figure out what they can do to increase equity, diversity and inclusion in their libraries. Kate plans to put together an information sheet for members as some directors would like more training on this subject.
- Kate and Laura are both relieved that our office was already virtual when the shutdown happened and not much of the cooperative work has changed. A lot of libraries paid their

staff during the shutdown, and a lot of them tried to find work their staff could do from home.

- We have held several virtual meetings, including one for all members and one for Class 1 and 2 libraries, where members can report on what they are doing and ask questions. Now Class 3 and 4 libraries are requesting a meeting as well.
- Branch District Library did such a nice job of installing a plexiglass shield for staff that Kate requested they share pictures of it with members. Woodlands purchased the Pro level of Zoom so members are able to use it. So far we have had 211 meetings hosted on our account, including story times and programs. Pro Zoom can be purchased from TechSoup for \$200 per year, and would be a good idea for libraries to consider.

Advisory Council Report

Woodlands had a non-official virtual gathering of member Directors during the time when we were supposed to have our June Advisory Council meeting. Members enjoyed being able to connect with each other.

Committee Reports

Children & Teen Services

The Children & Teen Services Committee hosted a workshop on March 5th on Youth Services 101 and had a good turnout. The committee will be looking into virtual training in the near future.

Continuing Education

The Continuing Education Committee will also be looking into offering virtual training for now. They are seeing if they can transition already selected topics into virtual training workshops. Library Legislative Day and Small & Rural Librarians Conference were both cancelled this year. MLA is working on a virtual conference.

Planning & Evaluation

The Planning & Evaluation Committee will be meeting soon to review the draft 2020-21 budget. After the committee reviews the budget it will go to the Advisory Council, who will then recommend its approval for the September Governing Board meeting. State Aid was paid in full this year, but next year is still an unknown. Penal fines for libraries are down this year due to COVID-19. It is possible that the new Executive Director at the Michigan Library Association will be taking over the work that the Woodlands Penal Fines Task Force started.

Personnel Committee

The Personnel Committee Chair Sara Tackett, Jackson District Library, will be contacting committee members in order to get Kate's evaluation sent out to members using Survey Monkey. Evaluation responses will be reviewed by the committee in time to report at the September board meeting. The Personnel committee needs another volunteer from the board for the Personnel committee.

eResources

The eResources Committee has been purchasing additional materials to satisfy an increase in demand. With libraries closed, OverDrive usage has increased significantly. The committee has also been purchasing materials in order to decrease Holds wait-time for patrons. Ancestry.com has given patrons access to their product at home, which is usually only available at the library. Vox Books has been offering online book clubs. Members are trying to provide online book clubs and story times, and to be prepared in case they are required to shut down again because of COVID-19. We all have had to shift work expectations. RBDigital was purchased by OverDrive, which will increase available content. A meeting is scheduled with cooperative directors and MCLS to develop a unified front for all Michigan libraries concerning OverDrive, as there are many small groups all with different terms.

Penal Fines Task Force

The Penal Fines Task Force has had no activity.

Kate will be contacting the Executive Director at Michigan Library Association about what can be done to standardize the Penal fine process throughout the state of Michigan.

Unfinished Business

There was no Unfinished Business at this Governing Board meeting.

New Business

There was no New Business at this Governing Board meeting.

A MERS representative was previously scheduled to present to the board about the MERS retirement account. Kate would like to start using MERS for Woodlands staff retirement contributions, keeping current funds in our Ameriprise accounts. We hope to reschedule the MERS presentation.

Break

The Board did not take a break.

Next meeting

The next Governing Board meeting will be September 17, 2020 at the Homer Public Library.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

There was a motion to adjourn the meeting at 5:52 pm. (Moved: Leik, Second: Watson: Motion: Carried.)



Wayne Summers, Woodlands Library Cooperative
Governing Board Secretary/Treasurer