



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, September 17, 2020
Virtual Meeting

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:04 pm by President Randy Westbrooks.

Roll Call

Governing Board members present:

Allen Henson – Albion District Library
Wayne Summers – DeWitt District Library
Jackie Barber – Jackson District Library
Randy Westbrooks – Milan Public Library
Beth LaPensee – Monroe County Library System
Mary Leik – Portland District Library
Christy Trigg – Putnam District Library

Governing Board members absent:

Martha Watson – Branch District Library (unexcused)
Patsy Hart – Litchfield District Library (excused)

Others present:

Greg Brown – Schultz-Holmes Memorial 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: LaPensee. Motion: Carried)

Minutes

It was moved that the minutes of July 16, 2020 be approved as posted. (Moved: Leik, Second: Barber, Motion: Carried)

Financial Report

Approve July & August Bills

The substantial increase in expenditures in August are due to members sending in their paperwork for reimbursements and grants.

The July Financial Statement shows income as \$808,951.65, and expenses as \$459,298.81, for a balance of \$349,652.84. Pass through income is \$85,776.86 and expenses are \$58,465.48, for a total balance of \$376,964.22. The bills for July are \$59,571.81.

The August Financial Statement shows income as \$808,951.65 and expenses of \$569,161.94, for a balance of \$239,789.71. Pass through income is \$89,011.56, and expenses are \$71,399.21, for a total balance of \$257,402.06. The bills for August are \$122,796.86.

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

Budget Adjustment

Several line items required a minor adjustment to bring the account line under budget. Also, additional items were purchased for the Woodlands Downloadable Library (OverDrive) during the covid shutdown so patrons would have additional reading material available. The OverDrive spending will be offset with an additional transfer from the fund balance. It was moved to approve the budget adjustment as indicated by the chart below. (Moved: Summers, Second: Leik. Motion: Carried.)

Budget Adjustment

Account	Item	Original Budget	Increase	Decrease	New Budget
	Transfer Fund Balance	\$150,000	\$40,000		\$190,000
812.00	OverDrive	\$37,000	\$40,000		\$77,000
Account	Item	Original Budget	Increase	Decrease	New Budget
718.00	Retirement	\$11,067	\$1		\$11,068
719.00	Worker's Comp	\$277	\$10		\$287
723.00	Long-term Disability	\$360	\$55		\$415
808.00	Delivery	\$83,431	\$2,500		\$85,931
809.00	Delivery Statewide	\$126,119	\$3,150		\$129,269
828.00	Memberships	\$2,101	\$50		\$2,151
982.07	Software	\$6,455	\$1,250		\$7,705
999.00	Contingency	\$14,113		\$7,016	\$7,097
Totals			\$7,016	\$7,016	

Communications

Woodlands received a newsletter from Jackson District Library. Kate also receives a few newsletters from other libraries electronically.

Director's Report

- Kate reported she has attended a lot of Zoom meetings, and most conferences are being offered virtually.
- Members have been using Woodlands' Zoom account for virtual meetings and story time.
- Kate sent a survey to members about how they are managing changes due to covid, and Kate shared the results with the board.
- Kate hopes to be able to provide online strategic planning for Adrian District Library and Putman District Library.
- Kate received a few quotes for Woodlands' strategic planning before the shutdown, and plans to get revised quotes and to see who can provide a virtual planning event with our members.

Advisory Council Report

There was not an Advisory Council report for this meeting.

Committee Reports

Children & Teen Services & Continuing Education

Kate talked to the Chair of the Children and Teen Services Committee, Angela Semifero, and she reported that everyone is busy right now dealing with their own service issues because of the pandemic. Also, Woodlands can't plan any in-person workshops at this time. They are looking into virtual training options for members.

Planning and Evaluation

The Planning and Evaluation Committee met virtually and reviewed the draft 2020-21 budget. The budget is recommended to the Board for approval.

eResources

The eResources Committee is mostly made up of library staff, and they maintain the OverDrive collection. They have been busy monitoring the collection and use statistics to determine trends.

Penal Fines Task Force

The Penal Fines Task Force at Woodlands is no longer active. The state committee met twice and will take over looking into penal fine issues.

Unfinished Business

There was no unfinished business at the board meeting.

New Business

Draft Budget

The state aid rate for next year has not been announced yet. The Library of Michigan is under the Department of Education and the legislature is not cutting education. There are three options presented. The first is the budget as it was in 2019-20, the second includes cuts to state aid with a large deficit, and the third includes cuts to state aid, an increase in the use of our fund balance, and cuts to services to offset the loss.

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 2020-21 budget as presented. The Board reviewed and discussed the budget proposal. It was moved to approve the first option keeping the same budget amounts as last year's budget, with the understanding that the budget will be revisited when state aid amounts are announced. (Moved: Summers, Second: LaPensee. 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. It was moved to table the approval of the service contracts until state aid funding is known in case there needs to be a cut to service contracts. (Moved: Summers, Second: Henson. Motion: Carried)

Member Contracts

Forty-Eight Membership Contracts were received prior to this meeting and can be approved together. It was moved to approve the 48 membership contracts that were received for 2020-21, and to authorize Laura Claucherty as Authorized Representative signer on the contracts. (Moved: Westbrooks, Second: Trigg. Motion: Carried.)

Calendar for Governing Board Meetings

The Board meets the third Thursday, every other month at 5:00 pm. The dates for the 2020-21 year include November 19, 2020, and in 2021, January 21, March 18, May 20, July 15, and

September 16. It was moved to approve the Board meeting dates for 2020-21. (Moved: Summers, Second: Trigg. Motion: Carried.)

Break

The board did not take a break.

Election of Officers

President, Vice President, Secretary/Treasurer

The Board discussed the election of officers. Allen Henson volunteered to serve as president, Greg Brown volunteered to serve as vice-president, and Wayne Summers volunteered to remain as Secretary/Treasurer.

Two volunteers needed for Personnel Committee 2019 - 2021

The volunteers for the upcoming Personnel Committee term are Beth LaPensee and Jackie Barber.

Honor Board Retirees

The Board honored Randy Westbrook, Milan Public Library, and Mary Leik, Portland District Library, for serving on the Board and providing support for the Woodlands Library Cooperative. They will be provided a Certificate of Appreciation. Coming onto the board in October is Greg Brown, Schultz-Holmes Memorial Library. Adrian District Library passed on providing a representative, and the Delton District Library will be asked next.

Public Participation

There was no public participation at the board meeting.

Next Meeting

The next Governing Board meeting will be held virtually on Thursday, November 19, 2020, at 5:00 pm.

Adjourn

It was moved to adjourn the Governing Board meeting at 6:15 pm. (Moved: LaPensee, Second: Barber. Motion: Carried.)



Wayne Summers, Woodlands Library Cooperative
Governing Board Secretary/Treasurer