



## WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, November 19, 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 Allen Henson.

#### Roll Call

Governing Board members present:

Allen Henson – Albion District Library  
Martha Watson – Branch District Library  
Wayne Summers – DeWitt District Library  
Joni Jeffery – Grand Ledge Area District Library  
Jacqueline Barber – Jackson District Library  
Beth LaPensee – Monroe County Library System  
Christy Trigg – Putnam District Library  
Greg Brown – Schultz-Holmes Memorial Library

Governing Board members absent:

Patsy Hart – Litchfield District Library (unexcused)

Others present:

Sara Tackett – Jackson District Library  
Deb Sabo – Cooley, Hehl, Sabo, & Calkins  
Leah Behnke – MERS Benefit Plan Advisor  
Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claucherty - Woodlands Library Cooperative

#### Agenda

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

#### Personnel Committee Report

Sara Tackett, Personnel Committee chair, reported that Kate's annual evaluation was sent to members and to the board, and had 30 responses. She met with Kate to discuss the results. Some of the comments for Kate's performance were that she is available, flexible, supportive in covid challenges, and shares information. Completing strategic planning was identified as a priority. It was moved to accept Kate's annual performance review. (Moved: Watson, Second: LaPensee. Motion: Carried.)

#### Review & Approve 2019-20 Audit

Deb Sabo, from Cooley, Hehl, Sabo, & Calkins, joined the meeting 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 2019-20 audit as presented. (Moved: Summers, Second: Watson. Motion: Carried.)

**Minutes**

It was moved that the minutes September 17, 2020 be approved as posted. (Moved: Watson, Second: LaPensee, Motion: Carried)

**Financial Report****Approve September & October Bills**

The September Financial Statement shows income as \$848,951.65, and expenses as \$767,094.58, for a balance of \$81,857.07. Pass through income is \$89,011.56 and expenses are \$80,828.98, for a total balance of \$90,039.65. The bills for September are \$213,174.41.

The October Financial Statement shows income as \$200,600.00 and expenses of \$116,347.72, for a balance of \$84,252.28. Pass through income is \$8,601.00, and expenses are \$7,858.88, for a total balance of \$84,994.40. The bills for October are \$124,206.60.

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

**Communications**

The Woodlands office received a newsletter from Waldron District Library.

**Director's Report**

- Members wanted to know what other member's open status was, so Kate created a tab on the Woodlands website that has a spreadsheet showing what is happening at our member libraries. Kate shared it with the board at the meeting.
- Kate will be on vacation next week.
- Kate will be scheduling an appointment with our Ameriprise advisor to talk about our cooperative investments.

**MERS Defined Contribution Retirement Plan**

Leah Behnke, MERS Benefit Plan Advisor, gave an overview of MERS Defined Contribution Plan and answered questions. Cooperative staff would like to stop having their retirement funds deposited at Ameriprise and switch to MERS Defined Contribution Plan. It was moved to approve the Resolution adopting the MERS Defined Contribution Plan. (Moved: Summers, Second: Jeffery. Dissent: Watson. Motion: Carried) It was moved to approve the Defined Contribution Agreement. (Moved: Summers, Second: Trigg. Motion: Carried) It was moved to approve the Authorized Signatory for the MERS Defined Contribution. (Moved: Summers, Second: Brown. Motion: Carried.)

**Advisory Council Report**

There was no Advisory Council report for this meeting.

**Committee Reports****Children & Teen Services & Continuing Education**

There has not been any activity for either the Children & Teen Services or the Continuing Education Committees. Directors are very busy right now trying to manage covid requirements at their libraries.

**Planning & Evaluation**

The Planning and Evaluation Committee has not met.

**eResources**

Kate announced that the eResources Committee reviewed tutor.com, a homework help website. Because of current learning disruptions, Woodlands will provide a subscription to tutor.com for all our members to help with teaching issues due to school closings. Several of the other cooperatives provide this service to their members. Kate will also survey the members to see if they would like access to New York Times, or if they would prefer access to more local digital newspapers.

**Personnel Committee**

The Personnel committee will audit the personnel policy to make sure it's current.

**Unfinished Business**

**Service Contracts**

The Board discussed the service contracts Woodlands has with the Monroe County Library System for automation and fiscal services, and delivery contracts to branches for Lenawee District Library, Branch District Library, Jackson District Library, and Monroe County Library System. Board members should not vote to approve financial contracts held by their libraries due to a possible conflict of interest.

It was moved to approve the delivery contracts with the Lenawee District Library, Branch District Library, Monroe County Library System, and Jackson District Library. (Moved: Summers, Second: Brown, Abstain: Watson & LaPensee. Motion: Carried.)

It was moved to approve the automation and fiscal services contracts with the Monroe County Library System. (Moved: Summers, Second: Watson, Abstain: LaPensee. Motion: Carried.)

**New Business**

As Kate did not include a pay raise in this year's budget due to the possible cut to state aid, Martha Watson initiated a discussion on pay raises for Woodlands staff. It was moved to give the cooperative director and secretary a 2.6% pay increase, transferring funds from the 999.00 Contingency line. (Moved: Watson, Second: Brown. Motion: Carried.)

**Break**

The Board did not take a break.

**Next meeting**

The next governing board meeting will be January 21, 2021 at 5:00 pm, location to be determined.

**Public Participation**

There was no public participation for this Governing Board meeting.

**Adjourn**

Chair Allen Henson adjourned the meeting at 6:48 pm.



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Wayne Summers, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer