



## WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, January 21, 2021  
Virtual Meeting

### MINUTES

#### Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:00 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  
Patsy Hart – Litchfield District Library  
Christy Trigg – Putnam District Library  
Greg Brown – Schultz-Holmes Memorial 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: Watson, Second: Barber. Roll call vote: 9 Ayes, 0 nays. Motion: Carried)

#### Minutes

It was moved that the November 19, 2020 minutes be approved as posted. (Moved: Watson, Second: LaPensee. Roll call vote: 9 Ayes, 0 nays. Motion: Carried)

#### Financial Report

##### Approve November & December Bills

Woodlands income will increase as soon as we start to receive state aid funds for this year.

The November Financial Statement shows income as \$200,600, and expenses as \$145,750.21, for a balance of \$54,849.79. Pass through income is \$8,841 and expenses are \$10,638.13, for a total balance of \$3,052.66. The bills for November are \$53,052.66.

The December Financial Statement shows income as \$200,600 and expenses of \$223,849.26, for a balance of -\$23,249.26. Pass through income is \$54,410.77, and expenses are \$12,560.56, for a total balance of \$18,600.95. The bills for December are \$80,021.48.

It was moved that the November and December financial reports be received and placed on file. (Moved: Watson, Second: Jeffrey. Roll call vote: 9 Ayes, 0 nays. Motion: Carried.)

#### Communications

Kate received a thank you note from the Tecumseh District Library for her presentation to the Tecumseh board.

#### Director's Report

- The Woodlands office submitted a Notice of Change or Discontinuance for Albion City Taxes form in January 2020, and the change was finally confirmed this month. The City

of Albion requires businesses operating in Albion to pay withholding tax, and because the office went virtual in October of 2016, staff is no longer obligated to pay the tax.

- Kate has been trying to improve the Woodlands website, but the calendar plug-in would not work properly. She is now using LocalHop and is happy with its functionality, and gave a visual presentation to the board.
- Kate has arranged for all of Woodlands members to have access to tutor.com for their patrons.
- Kate has created a covid tab on our website featuring a spreadsheet that provides information on members opening status.
- Kate provided a virtual board orientation for new board members Greg, Joni, and Beth. We discussed the board binder information and making it accessible online.

### **Advisory Council Report**

There was no Advisory Council report for this meeting.

### **Committee Reports**

#### **Children & Teen Services and Continuing Education**

Neither of these two committees have met. Libraries are very busy right now trying to manage issues dealing with covid.

#### **Planning & Evaluation**

The Planning & Evaluation committee will meet in the summer to review the 2021-22 draft budget and discuss services.

#### **Personnel Committee**

Kate has been taking steps to create her goals document.

#### **eResources**

The eResources committee continues to select content for OverDrive. When new committee members start ordering materials, there is a steep learning curve to understand the process.

### **Unfinished Business**

There was no Unfinished Business for this meeting.

### **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 on March 18, 2021 at 5:00 pm.

### **Public Participation**

There was no public participation for this Governing Board meeting.

### **Adjourn**

There was a motion to adjourn the meeting at 5:32 pm. (Moved: Jeffrey, Second: Hart: Motion: Carried.)



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Wayne Summers, Woodlands Library Cooperative  
Governing Board Secretary/Treasurer