



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, May 20, 2021
Virtual

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
Christy Trigg – Putnam District Library
Greg Brown – Schultz-Holmes Memorial Library (joined meeting after roll call)

Governing Board members absent:

Patsy Hart – Litchfield District Library (unexcused)

Others present:

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

Agenda

Kate requested the addition of two items to the agenda, including a discussion by the board to consider declaring the director an essential worker, and to add a one-time bonus for Laura. It was moved to accept the agenda with the additions requested. (Moved: Watson, Second: Jeffery. Roll Call Vote: 7 Yeas, 0 Nays. Motion: Carried)

Minutes

It was moved that the minutes of March 18, 2021 be approved as posted. (Moved: Watson, Second: Barber. Roll Call Vote: 6 Yeas, 0 Nays, 1 Abstain. Motion: Carried)

Financial Report

Approve March & April Bills

The March Financial Statement shows income as \$377,911.93, and expenses as \$332,038.27, for a balance of \$45,873.66. Pass-through income is \$58,845.46 and expenses are \$41,741.08, for a total balance of \$62,978.04. The bills for March are \$43,682.21.

The April Financial Statement shows income as \$379,269.17 and expenses of \$352,980.01, for a balance of \$26,289.16. Pass-through income is \$70,949.99, and expenses are \$53,057.76, for a total balance of \$44,181.39. The bills for April are \$32,253.45.

It was moved that the March and April financial reports be received and placed on file. (Moved: Barber, Second: LaPensee. Roll Call Vote: 8 Yeas, 0 Nays. Motion: Carried.)

Kate reported that Woodlands has received its first direct state aid payment, and has started to invoice members for their portion. Federal grants are becoming available and the Library of Michigan will be allocating it to libraries. Kate used \$25,000 out of the 999.00 Contingency line in the budget to purchase a one-year subscription to digital magazines offered through OverDrive for most of Woodlands members. There are three members who do not participate in the Woodlands Downloadable Library because they are either members of the MCLS group or have an independent membership. Kate plans to provide some compensation to the three libraries not benefiting from the OverDrive magazines.

Communications

Newsletters were received from the Waldron District Library and the Jonesville District Library. Kate also receives several member newsletters electronically.

Director's Report

- Covid restrictions are being relaxed in Michigan and Kate has received several phone calls from confused library directors about the easing of restrictions. Clare Membiela at the Library of Michigan has done a good job keeping libraries up to date on the changing covid restrictions.
- The Michigan Cooperative Director's Association provided a workshop on the updated chart of accounts requirement from the Michigan Department of Treasury. The workshop also talked about libraries and the use of QuickBooks for tracking their finances. 135 signed up for the MCDA workshop, 80 attended, and the workshop had above a 90% approval rating.
- The Library Network worked with Amazon Business to make it possible for libraries in Michigan to sign up for an account at a lower pricing. TLN is paying the subscription cost the first year for any library in Michigan who wishes to sign up for an Amazon Business account. Amazon is working with libraries on their special needs.
- Kate will be working with a few member libraries on their strategic planning processes.
- Kate was invited to join the Michigan Library Ecosystem task force. One of the focuses of the task force is to look at the obstacles in getting media specialists back into schools.
- Kate also reported she is working on social media for the Friends of Michigan Libraries.

Advisory Council Report

There was no Advisory Council report for this meeting.

Committee Reports

Kate shared that the new term for committee memberships starts in the fall.

Children & Teen Services and Continuing Education

The Children & Teen and Continuing Education committees have not been active during the covid shutdown. Directors have been very busy at their libraries and workshops cannot be planned at this time.

Planning & Evaluation

The Planning & Evaluation Committee will be reviewing the 2021-22 budget.

Personnel Committee

The Personnel Committee will be sending out Kate's evaluation to members in late summer.

eResources

The eResources Committee has been working hard on continuing to develop the Woodlands Downloadable Library. They have also been reviewing additional electronic resources for members. The digital landscape in libraries is changing rapidly.

Unfinished Business

There is no Unfinished Business for this meeting.

New Business

Kate would like the board to consider declaring the director an essential worker. Several of the board members expressed not thinking this was necessary and supported the cooperative remaining fully virtual until it is safe to meet in person.

However, the cooperative secretary's role IS essential, as she continued to take care of cooperative business during the pandemic, keeping every aspect of our operations running smoothly. Kate expressed her deep appreciation and gratitude for Laura Claucherty. It was recommended that Laura receive a lump sum Achievement Award for her continued service during the pandemic in the amount of \$1,500 net. (Motion: Watson, Second: LaPensee. Roll Call Vote: 8 Yeas, 0 Nays. Motion: Carried.)

Next meeting

The next governing board meeting will be Thursday, July 15, 2021 at 5:00 pm.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

Martha Watson moved to adjourn the meeting.



Wayne Summers, Woodlands Library Cooperative
Governing Board Secretary/Treasurer