



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, September 16, 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
Wayne Summers – DeWitt District Library
Joni Jeffery – Grand Ledge Area District Library
Jackie 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:

Martha Watson – Branch District Library (excused)

Others present:

Sally Seifert – Charlotte Community Library
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Agenda

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

Minutes

The July 2021 meeting was cancelled due to a lack of quorum.

It was moved that the minutes of May 20, 2021 be approved as posted. (Moved: LaPensee, Second: Barber, Motion: Carried. Roll Call Vote: 6 Yeas, 0 Nays.)

Financial Report

Approve May, June, July & August Bills

The May Financial Statement shows income as \$421,800.74, and expenses as \$394,660.35, for a balance of \$27,140.39. Pass-through income is \$70,967.59 and expenses are \$59,763.45, for a total balance of \$38,344.53. The bills for May were \$48,386.03.

The June Financial Statement shows income as \$486,747.87 and expenses of \$545,670.58, for a balance of -\$58,922.71. Pass-through income is \$70,976.39, and expenses are \$64,563.70, for a total balance of -\$52,510.02. The bills for June were \$155,810.48.

The July Financial Statement shows income as \$552,929.93 and expenses of \$605,276.62, for a balance of -\$52,346.69. Pass-through income is \$81,031.34, and expenses are \$73,792.39, for a total balance of -\$45,107.74. The bills for July were \$68,825.14.

The August Financial Statement shows income as \$911,264.80 and expenses of \$723,629.42, for a balance of \$187,635.38. Pass-through income is \$81,031.34, and expenses are \$80,898.86, for a total balance of \$187,767.86. The bills for August were \$125,459.27.

It was moved that the May, June, July and August financial reports be received and placed on file. (Moved: Jeffery, Second: LaPensee, Motion: Carried. Roll Call Vote: 6 Yeas, 0 Nays.)

Budget Adjustment

Several line items required a minor adjustment to bring the account line under budget. It was moved to approve the budget adjustment as indicated by the chart below. (Moved: Barber, Second: LaPensee. Motion: Carried. Roll Call Vote: 7 Yeas, 0 Nays.)

Account	Item	Original Budget	Increase	Decrease	New Budget
707.01	Staff Bonus	\$0	\$1,784.18		\$1,784.18
715.00	FICA Taxes	\$9,076	\$30		\$9,106
717.00	Life Insurance	\$250	\$5		\$255
718.00	Retirement	\$11,355	\$25		\$11,380
719.00	Worker's Comp	\$284	\$15		\$299
723.00	Long-term Disability	\$360	\$60		\$420
808.00	Delivery	\$88,449	\$100		\$88,549
812.03	Mango Languages	\$45,000	\$3,510		\$48,510
812.04	Tutor.com	\$50,000	\$2,594		\$52,594
828.00	Memberships	\$2,107	\$190		\$2,297
982.07	Software	\$7,804	\$1,400		\$9,204
999.00	Contingency	\$64,147		\$9,713.18	\$54,433.82
Totals			\$9,713.18	\$9,713.18	

Communications

Kate reported that we did not receive any communications, and that almost all of member libraries newsletters are now available electronically.

Director's Report

- Kate announced that the Open Meetings Act is allowing remote meetings until December 31, 2021. Most library boards are from the same community, but Woodlands representation is spread out across lower Michigan. If any of our members have a local state of emergency because of covid spread, we will continue to hold meetings virtually to keep everyone safe.
- Kate said she hopes to attend the MCLS Board Retreat in November in person, and possibly visit some libraries.
- Kate reported she registered for the Michigan Library Association's Think Space, where this year's topic is Equity, Diversity, and Inclusion.

Advisory Council Report

There was not an Advisory Council report for this meeting.

Committee Reports

The new committee term starts in October and we hope members will fill the available slots for the next two years.

Children & Teen Services & Continuing Education

Kate reported that everyone is busy right now dealing with their own service issues because of the pandemic. Woodlands also can't plan any in-person workshops at this time.

Planning and Evaluation

The Planning and Evaluation Committee met virtually and reviewed the draft 2021-22 budget. The budget is recommended to the Board for approval.

Personnel

Kate said that Sara Tackett, Personnel committee chair, reported that she had 31 members respond to Kate's evaluation. The responses are not compiled into a report yet and that the committee had not met to discuss the comments. Sara said this information will be ready for the November board meeting.

eResources

The eResources Committee is mostly made up of library staff, and they maintain the OverDrive collection.

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. If state aid increases, Kate has a few ideas for a possible new service. The Planning and Evaluation Committee met and discussed the draft budget, it was presented to the Advisory Council via email for approval. It was moved to approve the same budget amounts as last year, with the understanding that the budget will be revisited when state aid amounts are announced. (Moved: Summers, Second: Brown. Motion: Carried. Roll Call Vote: 7 Yeas, 0 Nays.)

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. Because some of the board members are representing libraries that hold service contracts with Woodlands, it is recommended they abstain from voting.

It was moved to approve the delivery service contracts with Jackson District Library, Lenawee District Library, and Branch District Library. (Moved: Summers, Second: LaPensee. Motion: Carried. Roll Call Vote: 6 Yeas, 0 Nays, 1 Abstain.)

It was moved to approve the delivery and service contracts with the Monroe County Library System. (Moved: Summers, Second: Jeffery. Motion: Carried. Roll Call Vote: 6 Yeas, 0 Nays, 1 Abstain.)

Member Contracts

Forty-Five Membership Contracts were received prior to this meeting and can be approved together. The remaining 5 contracts will need to be approved at the November meeting. It was moved to approve the 45 membership contracts that were received for 2021-22. (Moved: Barber, Second: Trigg. Motion: Carried. Roll Call Vote: 7 Yeas, 0 Nays.) Because the board is meeting virtually, the board also authorized Laura Claucherty as Authorized Representative signer on the contracts.

Calendar for Governing Board Meetings

The Board meets the third Thursday, every other month at 5:00 pm. The dates for the 2021-22 year include November 18, 2021, and in 2022, January 20, March 17, May 19, July 21, and

September 15. It was moved to approve the Board meeting dates for 2021-22. (Moved: Jeffery, Second: Barber. Motion: Carried. Roll Call Vote: 7 Yeas, 0 Nays.)

Break

The board did not take a break.

Election of Officers

President, Vice President, Secretary/Treasurer

The Board discussed the election of officers. Christy Trigg volunteered to serve as president, Greg Brown volunteered to remain as vice-president, and Beth LaPensee volunteered to serve as Secretary/Treasurer. It was moved to approve the slate of officers as stated. (Moved: Summers, Second: Brown. Roll Call Vote: 7 Yeas, 0 Nays.)

Three volunteers needed for Personnel Committee 2021 - 2023

The volunteers for the upcoming Personnel Committee term are Joni Jeffery and Sally Seifert. We will ask for another volunteer at the November meeting.

Honor Board Retirees

Patsy Hart, representing the Litchfield District Library, has moved out of their service area and no longer qualifies to serve on the Woodlands board, and her term is up as well.

The Board honored Wayne Summers, DeWitt District Library, and Allen Henson, Albion District Library, for serving on the Board and providing support for the Woodlands Library Cooperative. They were provided a Certificate of Appreciation.

Coming onto the board in October is Sally Seifert, Charlotte Community Library, and Rickie Freeman, Hillsdale Community Library. We are still waiting to hear if the Reading Community Library will appoint a representative.

Public Participation

There was no public participation at the board meeting.

Next Meeting

The next Governing Board meeting will be held on Thursday, November 18, 2021, at 5:00 pm.

Adjourn

The meeting was adjourned by Allen Henson at 5:55 pm.



Wayne Summers, Woodlands Library Cooperative
Governing Board Secretary/Treasurer