



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, November 18, 2020
Virtual Meeting

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:02 pm by President Christy Trigg.

Roll Call

Governing Board members present:

Martha Watson – Branch District Library
Sally Seifert – Charlotte Community Library
Joni Jeffery – Grand Ledge Area District Library
Rickie Freeman – Hillsdale Community Library
Jacqueline Barber – Jackson District Library
Beth LaPensee – Monroe County Library System
Christy Trigg – Putnam District Library
Ashley Bergeon – Schoolcraft Community Library
Greg Brown – Schultz-Holmes Memorial Library

Others present:

Sara Tackett – Jackson District Library
Sarah Rafko – Cooley, Hehl, Sabo, & Calkins
Kate Pohjola Andrade – Woodlands Library Cooperative
Laura Claucherty - Woodlands Library Cooperative

Agenda

It was moved to accept the agenda as presented. (Moved: LaPensee, Second: Jeffery. Roll call Vote: 9 Yeas, 0 Nays. 0 Abstain. Motion: Carried)

Personnel Committee Report

Sara Tackett, Personnel Committee chair, reported that she received 31 responses for Kate's annual evaluation. She met with Kate to discuss the results, and reports to the board that Kate continues to do very well. Covid restrictions continue to affect in-person cooperative services, including visiting libraries, meetings, and workshops. Completing a new 5-year strategic plan was identified as a top priority.

Review & Approve 2020-21 Audit

Sarah Rafko, 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 2020-21 audit as presented. (Moved: Jeffery, Second: Wason. Roll call Vote: 9 Yeas, 0 Nays. 0 Abstain. Motion: Carried.)

Minutes

It was moved that the minutes of September 16, 2021 be approved as posted. (Moved: Barber, Second: Brown. Roll call Vote: 9 Yeas, 0 Nays. 0 Abstain. Motion: Carried)

Financial Report**Approve September & October Bills**

The September Financial Statement shows income as \$911,515.90, and expenses as \$797,290.16, for a balance of \$114,255.74. Pass-through income is \$81,200.49 and expenses are \$85,626.88, for a total balance of \$109,799.35. The bills for September are \$78,388.76.

The October Financial Statement shows income as \$200,600.00 and expenses of \$77,249.17, for a balance of \$123,350.83. Pass-through income is \$9,936.00, and expenses are \$35,445.40, for a total balance of \$97,841.43. The bills for October are \$112,758.60.

It was moved that the September and October financial reports be received and placed on file.

(Moved: LaPensee, Second: Watson. Roll call Vote: 9 Yeas, 0 Nays, 0 Abstain. Motion: Carried.)

Communications

The Woodlands office received newsletters from Waldron District Library and Jonesville District Library. Kate also reported that Woodlands received a thank you letter with pictures from the Delta Township District Library for mini grant funds, which they used to install a sensory walk.

Director's Report

- Kate reported that through the efforts of the Michigan Cooperative Directors Association, they have secured funds from the American Rescue Plan Act (ARPA) and Michigan libraries will receive increased access to OverDrive, wellness, workforce development, and equipment including microphones, and video equipment.
- 190 responses were received from the Friends group survey on how their library dealt with service complications during covid restrictions.
- Kate reported that she will be able to travel back to Michigan again as the last border restriction has been lifted.

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 because of covid restrictions.

Planning & Evaluation

The Planning and Evaluation Committee has not met.

eResources

Kate announced that the eResources Committee continues to maintain the OverDrive Woodlands Downloadable Library and to review additional electronic resources.

Unfinished Business

There was no Unfinished Business for this Governing Board meeting.

New Business**Membership Contracts**

We received the remaining five membership contracts for approval. It was moved to approve the remaining five membership contracts. (Moved: Watson, Second: LaPensee. Roll call Vote: 8 Yeas, 0 Nays, 0 Abstain. Motion: Carried.)

Personnel Committee Volunteer

The Governing Board is required to provide three members to the Personnel Committee. We appointed two volunteers at the September meeting. Greg Brown volunteered to serve as the third Governing Board member for the Personnel Committee.

Break

The Board did not take a break.

Next meeting

The next governing board meeting will be January 20, 2022 at 5:00 pm.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

It was moved to adjourn the meeting at 5:38 pm. (Moved: Watson, Second: LaPensee. Roll call
Vote: 8 Yeas, 0 Nays. 0 Abstain. Motion: Carried.)

Beth LaPensee

Beth LaPensee, Woodlands Library Cooperative
Governing Board Secretary/Treasurer