



WOODLANDS LIBRARY COOPERATIVE GOVERNING BOARD

Thursday, March 17, 2022
Jackson District Library Meijer Branch

MINUTES

Order

The regular meeting of the Woodlands Library Cooperative Governing Board was called to order at 5:00 pm by Vice-President Greg Brown.

Roll Call

Governing Board members present:

Sally Seifert – Charlotte Community Library
Joni Jeffery – Grand Ledge Area District Library
Jacqueline Barber – Jackson District Library
Beth LaPensee – Monroe County Library System
Ashley Bergeon – Schoolcraft Community Library
Greg Brown – Schultz-Holmes Memorial Library

Governing Board members present:

Karen Hill – Hillsdale Community Library (excused)

Others present:

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. Motion: Carried)

Minutes

It was moved that the minutes of November 18, 2021 be approved as posted. (Moved: Barber, Second: LaPensee, Motion: Carried)

Financial Report

With the certification of the 2020 Census, Woodlands Library Cooperative's population grew by 6,686. With the state aid rate increasing to .48 per capita, our projected revenue will increase by \$100,808 more than initially budgeted for the year.

Approve November, December, January and February Bills

The November Financial Statement shows income as \$200,600, and expenses as \$147,110.15, for a balance of \$53,489.85. Pass-through income is \$37,044.19 and expenses are \$35,700.39, for a total balance of \$54,833.65. The bills for November are \$70,051.94.

The December Financial Statement shows income as \$200,600 and expenses of \$227,568.31, for a balance of -\$26,968.31. Pass-through income is \$64,410.48, and expenses are \$44,242.56, for a total balance of -\$6,800.39. The bills for December are \$89,000.33.

The January Financial Statement shows income as \$200,450, and expenses as \$263,010.18, for a balance of -\$62,560.18. Pass-through income is \$64,422.18 and expenses are \$44,976.47, for a total balance of -\$43,114.47. The bills for January are \$36,175.78.

The February Financial Statement shows income as \$200,450 and expenses of \$283,526, for a balance of -\$83,076. Pass-through income is \$71,261.83, and expenses are \$51,306.07, for a total balance of -\$63,120.24. The bills for February are \$26,845.42.

It was moved that the November, December, January and February financial reports be received and placed on file. (Moved: LaPensee, Second: Barber, Motion: Carried.)

Budget Adjustment

Account	Item	Original Budget	Increase	Decrease	New Budget
566.00	State Aid Direct	\$349,514	\$50,404		\$399,918
587.00	State Aid-Members	\$349,515	\$50,403		\$399,918
Totals			\$100,807		
999.00	Contingency	\$33,161	\$100,807		\$133,968

Account	Item	Original Budget	Increase	Decrease	New Budget
722.00	Dental Insurance	\$0	\$850		\$850
812.02	Consumer Reports Online	\$53,372	\$1,050		\$54,422
812.03	Mango Languages	\$49,965	\$1,175		\$51,140
958.02	Cont Education-staff	\$1,500	\$500		\$2,000
999.00	Contingency	\$133,968		\$3,575	\$130,393
Totals			\$3,575	\$3,575	

The board discussed the adjustments outlined in the tables above that are necessary for the budget at this time. It was moved to approve the budget adjustment as presented. (Moved: Barber, Second: Bergeon. Motion: Carried.)

Communications

Several newsletters were received from member libraries and passed around at the meeting. The Woodlands office also received a board resignation letter from Christy Trigg, who is moving out of the Woodlands service area and can no longer serve on the board. Martha Watson also resigned from the board.

Director's Report

- Kate is doing equity and equality work inside the Woodlands Cooperative with members to stress the importance of access to information for everyone. She attended the MLA Think Space on this topic in December in person. The board asked Kate how they can support her in this important work; they will work together to develop strategy.
- Kate has fielded many member phone calls and texts, and provided state aid report coaching as needed.
- Kate presented an in-person board training for Bath Township Public Library. She received great feedback and will be meeting with them again to lay the groundwork for their strategic planning process. She also presented a Zoom board training for Albion District Library.
- Kate plans to lead the Woodlands strategic planning. She talked to several strategic planning facilitators prior to the covid lockdown who are now extremely backlogged and will not be available anytime soon. She will send out surveys to members to start the process and to

determine which services the members value. She would also like to meet regionally with members to get their ideas for future cooperative planning.

- Libraries in Michigan were awarded an American Rescue Plan Act grant. The grant application was submitted by the Michigan Cooperative Director's Association and is called the MI-83 grant. The MI-83 grant has three parts. The first part includes funds for libraries to purchase digital content, the second part consists of funds for libraries to purchase programming kits, and the third part is a statewide media campaign. Woodlands received around \$70,000 to purchase digital content in OverDrive and is focusing on materials that are one copy, one user and will stay in our collection indefinitely.
- Several libraries are seeking 501 (c) (3) status to broaden their ability to apply for more grants.
- Kate set up a seed library email group to unite member libraries who have a seed sharing program so they can share ideas and best practices.
- Kate is serving on MLA's newly started Intellectual Freedom Task Force.

Advisory Council Report

The minutes from the February 17, 2022 meeting were sent to the board members.

Committee Reports

Most of Woodlands committees are idle at this time. No training is being planned and other committees have no tasks-at-hand. The only committee that is currently active is the eResources committee.

eResources

The eResources committee continues to purchase materials for OverDrive as usual, and will be tasked to spend ARPA grant funds on digital resources in OverDrive soon.

Unfinished Business

There was no Unfinished Business for this meeting.

New Business

Election of Officer

Due to Christy Trigg's resignation, the board will need to elect a new president. After discussion, several members volunteered to serve in officer positions. It was moved to approve the officer slate of Greg Brown as President, Beth LaPensee as Vice President, and Jackie Barber as Secretary/Treasurer. (Moved: Jeffery, Second: Seifert. Motion: Carried.)

Break

The Board did not take a break.

Next meeting

The next governing board meeting will be Thursday, May 19, 2022.

Public Participation

There was no public participation for this Governing Board meeting.

Adjourn

There was a motion to adjourn the meeting at 5:45 pm. (Moved: Bergeon, Second: Jeffery: Motion: Carried.)



Jackie Barber, Woodlands Library Cooperative
Governing Board Secretary/Treasurer